Item # 18

APPLICATION FOR APPOINTMENT TO A CITY OF SMITHVILLE
ADVISORY BOARD, COMMISSION, AND/OR COMMITTEE

Thank you for your interest in serving on a City of Smithville Board, Commission and/or Committee.

Completing and Submitting an Application
Completed and signed applications can be submitted in person or by email to:

City Secretary
317 Main St
Smithville, TX 78957
jdlynch@ci.smithville.tx.us

APPLICANT INFORMATION

Name:	Johnny Briggs		
Street Address:	██████████		
City: Smithville		State: TX	Zip Code: 78957
Home email: ██████████		Work email: N/A	
Home Phone: ██████████	Work Phone:		Cell Phone: ██████████

Please indicate how you wish to be contacted: Phone __X__ Email __X__

CONSENT TO USE PERSONAL INFORMATION
Your personal information will be reviewed to determine the most suitable candidates for the committee.
All applications are kept for one year from the date selected applicants are announced.

ELIGIBILITY FOR MEMBERSHIP ON AN ADVISORY BOARD
- Membership on city-appointed boards require the applicant to live within the city limit and/or ETJ.
- Applicant cannot be an elected official, officer, or employee of the City of Smithville.
- Members are expected to be able to complete their term.

CITY ADVISORY BOARD, COMMISSION, AND/OR COMMITTEE FOR WHICH YOU ARE APPLYING	
☒ AIRPORT ADVISORY BOARD	☐ LIBRARY ADVISORY BOARD
☐ HOSPITAL AUTHORITY BOARD	☐ PLANNING AND ZONING
☐ HISTORIC PRESERVATION DESIGN STANDARDS ADVISORY COMMITTEE	☐ HOUSING AUTHORITY BOARD
	☐ OTHER _____

☒ New Applicant	☐ Current Board Member Years of Service: _____

DEMOGRAPHICS			
Education:			
☐ HS/GED	☒ Some College	☐ College Degree	☐ Graduate School
Age Range:			
☐ <18	☐ 18-34	☐ 35-59	☐ 60+

Years in Smithville:				
☐ <2	☐ 2-4	☐ 5-9	☐ 10-19	☒ 20+

QUALIFICATIONS

1. Have you previously been a member of a City of Smithville Advisory Board? If yes, please indicate the Board and term of your previous appointment.   No

2. How did you hear about this Board and/or vacancy?
     I heard about the vacancy from a current board member.

3. Please list experience and background relevant to the Board for which you are applying:

     I am a pilot and aircraft owner. I also co-own a hangar at the 84R.

     I retired from the Austin Fire Department, where I served the last 12 years of my career

as a captain, several of which were spent as the Aircraft Rescue & Firefighting Captain for

A-Shift at Austin Bergstrom International Airport. My duties at ABIA included coordinating

with multiple entities, including the FAA, ABIA Airport Management, the City of Austin and

even the Secret Service on occasion.

     I believe this combination of experiences will add value if I am selected to serve on the

Airport Advisory Board.

After all applications have been received, the Mayor and City staff will bring a report to Council meeting for Council's consideration.

DECLARATION OF APPLICANT

I declare that the information I submit in this application is correct and that I am eligible to be appointed to a City of Smithville Advisory Board, as I am not an elected official, officer or employee of the City of Smithville.

SIGNATURE _____   DATE _12/08/2022_____

APPLICATION FOR APPOINTMENT TO A CITY OF SMITHVILLE
ADVISORY BOARD, COMMISSION, AND/OR COMMITTEE

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Completing and Submitting an Application
Completed and signed applications can be submitted in person or by email to:

City Secretary
317 Main St
Smithville, TX 78957
jdlynch@ci.smithville.tx.us

APPLICANT INFORMATION

Name:	SANFORD MEYERSON			
Street Address:	■■■■■■■■			
City: SMITHVILLE		State: TX	Zip Code: 78957	
Home email: ■■■■■■■■		Work email: —		
Home Phone: —	Work Phone: —		Cell Phone: ■■■■	

Please indicate how you wish to be contacted: Phone ____ Email ✓

CONSENT TO USE PERSONAL INFORMATION
Your personal information will be reviewed to determine the most suitable candidates for the committee.
All applications are kept for one year from the date selected applicants are announced.

ELIGIBILITY FOR MEMBERSHIP ON AN ADVISORY BOARD
- Membership on city-appointed boards require the applicant to live within the city limit and/or ETJ.
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- Members are expected to be able to complete their term.

CITY ADVISORY BOARD, COMMISSION, AND/OR COMMITTEE FOR WHICH YOU ARE APPLYING	
☒ AIRPORT ADVISORY BOARD	☐ LIBRARY ADVISORY BOARD
☐ HOSPITAL AUTHORITY BOARD	☐ PLANNING AND ZONING
☐ HISTORIC PRESERVATION DESIGN	☐ HOUSING AUTHORITY BOARD
STANDARDS ADVISORY COMMITTEE	☐ OTHER _____

☐ New Applicant	☒ Current Board Member Years of Service: 10

DEMOGRAPHICS

Education:

☐ HS/GED	☐ Some College	☒ College Degree	☐ Graduate School

Age Range:

☐ <18	☐ 18-34	☐ 35-59	☒ 60+

Years in Smithville:

☐ <2	☐ 2-4	☐ 5-9	☒ 10-19	☐ 20+

QUALIFICATIONS

1. Have you previously been a member of a City of Smithville Advisory Board? If yes, please indicate the Board and term of your previous appointment. _AIRPORT ADVISORY BOARD SINCE 2012_

2. How did you hear about this Board and/or vacancy? _ESTABLISHED PILOT Based @ 84R_

3. Please list experience and background relevant to the Board for which you are applying: _INSTRUMENT RATED PILOT, ACTIVELY FLYING OUT OF 84R. HAVE VOLUNTEERED at 84R SINCE 1995._

After all applications have been received, the Mayor and City staff will bring a report to Council meeting for Council's consideration.

DECLARATION OF APPLICANT

I declare that the information I submit in this application is correct and that I am eligible to be appointed to a City of Smithville Advisory Board, as I am not an elected official, officer or employee of the City of Smithville.

SIGNATURE _____ DATE _12/8/22_

COS Board or Commission Application

SMITHVILLE
TEXAS

APPLICATION FOR APPOINTMENT TO A CITY OF SMITHVILLE
ADVISORY BOARD, COMMISSION, AND/OR COMMITTEE

Thank you for your interest in serving on a City of Smithville Board, Commission and/or Committee.

Completing and Submitting an Application
Completed and signed applications can be submitted in person or by email to:

City Secretary
317 Main St
Smithville, TX 78957
jdlynch@ci.smithville.tx.us

APPLICANT INFORMATION

Name:	Ron Spencer		
Street Address:	████████████████		
City:	██████	State: TX	Zip Code: 78602
Home email:	██████████████	Work email:	
Home Phone: ████████	Work Phone:		Cell Phone:

Please indicate how you wish to be contacted: Phone _____ Email ✓

CONSENT TO USE PERSONAL INFORMATION
Your personal information will be reviewed to determine the most suitable candidates for the committee.
All applications are kept for one year from the date selected applicants are announced.

ELIGIBILITY FOR MEMBERSHIP ON AN ADVISORY BOARD
- Membership on city-appointed boards require the applicant to live within the city limit and/or ETJ.
- Applicant cannot be an elected official, officer, or employee of the City of Smithville.
- Members are expected to be able to complete their term.

CITY ADVISORY BOARD, COMMISSION, AND/OR COMMITTEE FOR WHICH YOU ARE APPLYING	
☑ AIRPORT ADVISORY BOARD	☐ LIBRARY ADVISORY BOARD
☐ HOSPITAL AUTHORITY BOARD	☐ PLANNING AND ZONING
☐ HISTORIC PRESERVATION DESIGN STANDARDS ADVISORY COMMITTEE	☐ HOUSING AUTHORITY BOARD
	☐ OTHER _____

☐ New Applicant	☑ Current Board Member Years of Service: 6

DEMOGRAPHICS			
Education:			
☐ HS/GED	☐ Some College	☐ College Degree	☑ Graduate School
Age Range:			
☐ <18	☐ 18-34	☐ 35-59	☑ 60+

Years in Smithville:				
☐ <2	☐ 2-4	☐ 5-9	☐ 10-19	☐ 20+

QUALIFICATIONS

1. Have you previously been a member of a City of Smithville Advisory Board? If yes, please indicate the Board and term of your previous appointment.

YES - LAST 6 YRS

2. How did you hear about this Board and/or vacancy?

At the LAST BOARD MEETING

3. Please list experience and background relevant to the Board for which you are applying:

20 YRS AVIATION/FLYING - COMMERCIAL PILOT LICENSE
35 YRS ECONOMIC DEVELOPMENT EXPERIENCE
- CURRENT CHAIRMAN OF BOARD BASTROP EDC

After all applications have been received, the Mayor and City staff will bring a report to Council meeting for Council's consideration.

DECLARATION OF APPLICANT

I declare that the information I submit in this application is correct and that I am eligible to be appointed to a City of Smithville Advisory Board, as I am not an elected official, officer or employee of the City of Smithville.

SIGNATURE _____ DATE 6/8/22

COS Board or Commission Application

Item # 19

COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (MOD) INTERLOCAL AGREEMENT ("ILA") BETWEEN BASTROP COUNTY, TEXAS AND THE CITY OF SMITHVILLE, TEXAS

THIS CONTRACT AND INTERLOCAL AGREEMENT (hereinafter the "Agreement") is entered into between the local governmental agencies shown below as contracting parties, pursuant to the authority granted and in compliance with the provisions of; *the Interlocal Cooperation Contract, Chapter 791,* Texas Government Code, and the *Purchasing and Contracting Authority of Municipalities, Counties, and Certain Other Local Governments,* Chapter 271, Texas Local Government Code, and *Housing and Urban Development authority* under 24 CFR § 570.503.

WHEREAS, pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.), portions of the State of Texas received major disaster declarations as a result of Hurricane Harvey;

WHEREAS, in the aftermath of Hurricane Harvey, the United States Congress passed the Consolidated Appropriations Act, 2017 (Public Law 115-31, approved May 5, 2017), Supplemental Appropriations for Disaster Relief Requirements Act, 2017 (Public Law 115-56, approved September 8, 2017), Additional Supplemental Appropriations for Disaster Relief Requirements Act, 2017 (Public Law 115-72, approved October 26, 2017), and Bipartisan Budget Act of2018 (Public Law 115-123, approved February 9, 2018), appropriating funds to the U.S. Department of Housing and Urban Development ("HUD") for Community Development Block Grant Mitigation ("CDBG-MIT") (MOD) funds for necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure, and housing and economic revitalization. These funds were allocated to the most impacted and distressed areas resulting from the major disaster declared due to Hurricane Harvey. They are subject to the Federal statutes and regulations governing CDBG grants, as modified by exceptions and waivers previously granted and which may hereafter be granted by HUD;

WHEREAS, pursuant to the CDBG-MIT (MOD) Grant Program and Federal Register Notice (83 Fed. Reg. 45838), entitled *Allocations, Common Application, Waivers, and Alternative Requirements for 2015, 2016, 2017 Disaster Community Development Block Grant Mitigation (MOD) Grantees* (as amended), the City of Smithville, located within Bastrop County, is identified as a Most Impacted and Distressed area;

WHEREAS, Bastrop County authorized the submission of a CDBG-MIT (MOD) Application through the General Land Office Disaster Recovery Program (GLO CDR) (MOD) for Hurricane Harvey grant funds to assist in funding infrastructure improvements including a project ("The Project") located in the City of Smithville;

WHEREAS, The City of Smithville and Bastrop County will individually apply for CDBG-MIT (MOD) funding for a phased project;

WHEREAS, The City of Smithville is authorized pursuant to Sec. 791.025 of the Interlocal Cooperation Act, Chapter 791, Texas Government Code to procure Engineering services, with project funding, the design and construction of "The Project" through Hurricane Harvey CDBG-MIT (MOD) grant funds. Such procurement shall comply with 2 CFR part 200 requirements.

GENERAL PROVISIONS

The Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.

I.   CONTRACTING PARTIES

The Receiving Agency (hereinafter referred to as "the City")
Name: City of Smithville
Address: 317 Main St.
City: Smithville
State: TX
Zip: 78957
Phone: 512-237-3282

The Contracting Agency (hereinafter referred to as "Bastrop County")
Name: Bastrop County
Address: 804 Pecan Street
City: Bastrop
State: TX
Zip: 78602
Phone: 512-581-7100

II.   STATEMENT OF SERVICES TO BE PERFORMED

Bastrop County agrees to contract/receive the funds from the Community Development Block Grant Mitigation (MOD) through the General Land Office and to manage the funds for the benefit of the City. Bastrop County further agrees to contract with GLO for the project proposed by the City on the City's behalf and to manage such project using the funding received from the Grant. In return, the City agrees to indemnify Bastrop County from any de-obligated funds related to any of the projects proposed and applied for on behalf of the City.

III.   INTERLOCAL AGREEMENT COSTS

The City agrees to manage the engineering and construction of the project as contractually obligated between the County and GLO. As incurred, the City will invoice the County for reimbursement from the grant funds no more than on a monthly basis. All necessary costs such as, publishing and audits related to the project will be borne by the City.

IV.   TERM OF THE INTERLOCAL AGREEMENT

This Agreement is effective on the date of its execution and remains in effect for a period of five years. This Agreement may be terminated by either party upon (60) days prior written notice or may also be determined for cause at any time upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

Termination for Cause:
If the Contractor fails to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor violates any of the covenants, conditions, agreements, or stipulations of this Agreement. The City/County shall have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof, which shall be at least five days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Contractor pursuant to this Agreement shall, at the option of the City/County, be turned over to the City/County and become the property of the City/County. In the event of termination for cause, the Contractor shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.
Notwithstanding the above. The Contractor shall not be relieved of liability to the City/County for damages sustained by the City/County by virtue of any breach of contract by the Contractor, and the City/County may set-off the damages it incurred as a result of the Contractor's breach of contract from any amounts it might otherwise owe the Contractor.

Termination for Convenience of the City/County:
City/County may at any time and for any reason terminate Contractor 's services and work at City/County's convenience upon providing written notice to the Contractor specifying the extent of termination and the effective date. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.
Upon such termination, Contractor shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Contractor as are permitted by the prime contract and approved by City/County; (3) plus ten percent (10%) of the cost of the work referred to in subparagraph (1) above for
overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Contractor prior to the date of the termination of this Agreement. Contractor shall not be entitled to any claim or claim of lien against City/County for any additional compensation or damages in the event of such termination and payment.

V.   MANAGEMENT

The City shall have the exclusive control of, and the exclusive right to control the work designated to any subcontractors obtained through the procurement process and all persons performing the same, and shall be solely responsible for the acts and omission of its officers,

members, agents, servants, and employees. Neither Bastrop County nor the City shall be responsible under the Doctrine of Respondent Superior for the acts and omissions of its officers, members, agents, servants, employees, or officers of the other.

VI.   TERMS OF PAYMENT

Bastrop County shall submit requests for payment to the General Land Office in accordance with billing milestones as set forth in the grant contact executed between Bastrop County and the GLO. Each invoice submitted by the City for reimbursement from the County shall be supported by actual receipts, cancelled checks, and/or such other documentation that allows for full substantiation of the costs incurred.

VII.   FUNDING

The Parties to this Agreement expressly acknowledge and agree that all monies paid pursuant to this Agreement shall be paid from legally appropriated and budgeted available Community Development Block Grant – Mitigation (MOD) funds. It is expressly agreed and understood that grant funds for the phased project will be paid by Bastrop County in the City of Smithville under this ILA. The participation is a not to exceed amount of ___$1,500,000.00___ and will be identified in the County's GLO CDBG-MIT MOD application ("Grant Funds") (Grant Administration, Environmental, Engineering & Construction costs are included in this total). This is the amount of Grant Funds that the County has applied for and will benefit the City under this Agreement. This Agreement is expressly conditioned upon the County's receipt of such funds from the General Land Office pursuant the Consolidated Appropriations Act, 2017 (Public Law 115-31, approved May 5, 2017), Supplemental Appropriations for Mitigation Requirements Act, 2017 (Public Law 115-56, approved September 8, 2017), Additional Supplemental Appropriations for Mitigation Requirements Act, 2017 (Public Law 115-72, approved October 26, 2017), and Bipartisan Budget Act of2018 (Public Law 115-123, approved February 9, 2018). Bastrop County reserves the right to reduce the Grant Funds if funding from the General Land Office is not provided at the currently anticipated levels and/or if the actual costs for the approved activities are less than those set forth in the Budget. In the event that Bastrop County is awarded, granted or provided with additional funds from any other source, which include, in part or whole, aspects related to this agreement, Bastrop County shall immediately notify the City of such funds.

VIII.   GRANT COMPLIANCE

Bastrop County agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (HUD's regulations concerning Community Development Block Grants), including any regulations referenced therein. Where waivers or alternative requirements are provided for in the applicable Federal Register Notices published by HUD ("HUD Notices"), such requirements, including any regulations referenced therein, shall apply.

Bastrop County also agrees to comply with all other applicable Federal, State and local laws, regulations, HUD Notices, policies, and guidelines, whether existing or to be established, provided the same are applied to activities occurring after the date the policy or guideline was

established, governing the Grant funds provided under this Agreement. In the event a conflict arises between the provisions of this Agreement and any of the foregoing, the Federal, State, and local laws, regulations, HUD Notices, policies, and guidelines shall control and this Agreement shall be interpreted in a manner so as to allow for the terms contained herein to remain valid and consistent with such Federal, State, and local laws, regulations, HUD Notices, policies, and guidelines.

IX. ADMINISTRATIVE REQUIREMENTS

a. Books and Recordkeeping

Bastrop County shall keep and maintain under GAAP or GASB, as applicable, full, true, and complete records sufficient to allow the GLO, the Texas State Auditor's Office, the United States Government, and/or their authorized representatives to determine compliance with all applicable laws, rules, and regulations.

All records relevant to the Grant shall be retained for a period of three (3) years subsequent to the final closeout of the overall State of Texas CDBG-MIT program, in accordance with federal regulations.

b. Inspection and Audit

i. All records related to this CDBG-MIT (MOD) grant shall be subject to the Administrative and Audit Regulations. Accordingly, such records and work product shall be subject, at any time, to inspection, examination, audit, and copying at Bastrop County's primary location or any location where such records and work product may be found, with notice from the GLO or the City. Bastrop County shall cooperate fully with any federal or state entity in the conduct of inspection, examination, audit, and copying, including providing all information requested. Bastrop County will ensure that this clause concerning federal and state entities' authority to inspect, examine, audit, and copy records and work product, and the requirement to fully cooperate with the federal and state entities, is included in any grant contract it awards.

ii. The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under this Agreement or indirectly through a subcontract under the Agreement. Acceptance of funds directly under the Agreement or indirectly through a subcontract under the Agreement acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, an entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. The Office of the Comptroller General of the United States, the Government Accountability Office, the Office of Inspector General, or any authorized representative of the U.S. Government shall also have this right of inspection. Sub-recipient shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Sub-recipient and the requirement to cooperate is included in any subcontract it awards.

X. SEVERABILITY

The provisions of this agreement are severable and if for any reason a clause, sentence, paragraph, or other part of this agreement shall be determined to be invalid by a court or federal or state agency, board or commission having jurisdiction over the subject matter thereof, such invalidity shall not affect other provisions which can be given effect without the invalid provision.

XI. INDEMNITY CLAUSE

To the fullest extent permitted by law, the City agrees to compensate and reimburse Bastrop County against all actions, proceedings, and claims brought or threatened against Bastrop County, and all loss, damage, and expense (including legal expenses) relating thereto where such action, proceeding or claim has arisen out of, results from, or is connected with the use of, or reliance upon this Agreement, or any projects undertaken on the City's behalf by Bastrop County under this Agreement. This provision is intended to apply to any of the Grant funds for the projects undertaken on behalf of the City that are de-obligated at any time

XII. PARTIES BOUND

This Agreement shall be binding on all successors and assigns of both parties in like manner as the original parties.

XIII. SIGNATURE AUTHORITY

Bastrop County and the City certify the individual executing this Agreement has the authority to bind their party under the terms of this Interlocal Agreement.

XIV. SOLE AGREEMENT

This Agreement contains the entire agreement of the Parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.

XV. MEDIATION

Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to binding mediation. The site of the mediation shall be in Bastrop County, Texas or a site mutually agreed by the parties. The selection of the mediator shall be mutually agreed. The cost of mediation shall be shared equally out of non-grant funds. No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

Resolution of Program Non-compliance and Disallowed Costs:

In the event of any dispute, claim, question, or disagreement - arising from or relating to this agreement, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or GLO CDBG-MIT MOD program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate and attempt to reach a just and equitable solution satisfactory to both parties. If the matter IS not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Agreement and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally.

XVI. **REQUIRED CONTRACT PROVISIONS:**

2 CFR 200 Appendix II (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60 all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the Equal Opportunity. Clause provided under 41 CFR 60- 1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part. 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity, "and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

§60-1.4(b) Equal opportunity clause:

(b) Federally assisted construction contracts. Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract. loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause:

The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving

such grant, contract loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex,

sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places. Available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This Provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled , terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive

Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence Immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however. That in the event a contractor becomes involved in. or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations. and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24 , 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order . In addition, the applicant agrees that if it fails or refuses to comply with these undertakings. the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan. insurance. guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

(c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.

(d) Incorporation by reference. The equal opportunity clause may be incorporated by reference in all Government contracts and subcontracts, including Government bills of

lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Deputy Assistant Secretary may designate.

(e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written

(f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings.

[43 FR 49240, Oct. 20, 1978, as amended at 62 FR 66971, Dec. 22, 1997; 79 FR 72993, Dec. 9, 2014; 80 FR 54934, September 11. 2015]

IN WITNESS WHEREOF, Bastrop County, Texas and The City of Smithville hereto have caused this Interlocal Agreement to be duly executed on the day and year indicated below:

BY: THE BASTROP COUNTY

_____
Paul Pape County Judge, Bastrop County, Texas

BY: THE CITY OF SMITHVILLE:

_____
Sharon Foerster, Mayor of Smithville, Texas

Witnessed and signed before me on this 1st day of _December_

_____   _____
Bastrop County Clerk   Smithville City Secretary

Item # 20

RESOLUTION No. 2022-12-497

Texas SmartBuy Membership Program

Resolution

State of Texas, County of _____Bastrop_____
(County Entity Located In)

Whereas, the Texas Comptroller of Public Accounts is authorized to provide purchasing services for local governments **pursuant to §§271.082 and 271.083 of the Local Government Code**.

Whereas, the _City Council_
(Enter Board of Directors, City Council, Commissioner's Court, School Board, etc..)

of _the City of Smithville_ , is a:
(Enter Name of Qualified Applicant/Entity)

(Check One of the Following)	
○ Appraisal District	○ Charter/Academy School
○ Community Supervision/Corrections Department	○ Council of Governments/Planning Commissions
○ County	○ Education Service Center
○ Fire Prevention District	○ Hospital District
○ Judicial District	○ Junior/Community College
○ Library District	○ Mental Health/Mental Disability Organization
⦿ Municipality	○ School District
○ State-funded Assistance Organization	○ Texas Rising Star Care Provider
○ Special District	○ Utility District
○ Emergency Service	○ Drainage
○ Housing	○ Municipal
○ Political Subdivision	○ Special
○ Port or Transportation Authority	
○ Workforce Development Board	

defined as an entity qualified to participate in the Texas SmartBuy Membership Program of the Texas Comptroller of Public Accounts pursuant to §271.081 of the Local Government Code.

David Repka, Police Chief and
Primary Contact and Title

Robert Tamble, City Manager
Secondary Contact and Title

is/are authorized to execute all documentation for _____City of Smithville_____ pertaining to its participation in the
(Entity Name)

Texas Comptroller of Public Accounts Cooperative Purchasing Program; and

Whereas, _____City of Smithville_____ acknowledges its obligation to pay annual participation fees established by the
(Entity Name)
Texas Comptroller of Public Accounts.

Now, Therefore Be it Resolved, that request be made to the Texas Comptroller of Public Accounts to approve
City of Smithville for participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program.
(Entity Name)

Adopted this __12th__ day of __December__, __2022__ by _City of Smithville_
(Entity Name)

By: _____   Sharon Foerster, Mayor
   Signature of Chair   Printed Name and Title of Chair

    David Repka, Police Chief
_____   Printed Name and Title of Primary Contact
   Signature of Primary Contact

    Robert Tamble, City Manager
_____   Printed Name and Title of Secondary Contact
   Signature of Secondary Contact

Glenn Hegar
Texas Comptroller of Public Accounts

Item # 21

MAYOR
SHARON FOERSTER

MAYOR PROTEM
BILL GORDON

COUNCIL MEMBERS
JANICE BRUNO
TOM ETHEREDGE
JOANNA MORGAN
CASSIE BARRIENTOS

CITY MANAGER
ROBERT TAMBLE

317 MAIN STREET
P.O. BOX 449
SMITHVILLE, TEXAS
78957
(512) 237-3282
FAX (512) 237-4549

MEMORANDUM

TO: Mayor, Council Members, City Manager
FROM: Andy Esquivel, Community Engagement Coordinator
RE: Website, Public Participation Platform, Message Board
DATE: December 8, 2022

Summary of Tasks:

In May 2022, I focused in on several tasks related to our City's website. I was researching what is known as an engagement platform; I worked with a consultant to discuss the look and feel of the City's website; and most recently, I was asked to find out about adding a message board for council members to utilize. These three companies answered our requests. One of them had come out to meet in Smithville (in November of last year), and the other two kept open channels of communication with me. All three companies are good candidates to do this work. Here is a breakdown of questions that we asked them all to answer for us.

Question	Granicus	Social Pinpoint	Revize
1. Do you provide a website platform that would be able to replace the current City of Smithville website?	Yes. Pending new proposal	Yes	Yes

2. Do you provide a public engagement/participation platform that would have at least these basic features?
  a. Mapping capability: location-based input from residents.
  b. Project input: multiple projects, long-term and short-term, surveys, forums, polls, moderation, etc.
  c. Reporting ability: generating customer or stakeholder information, demographics, analysis of data.
  d. What other features would you recommend?
	Yes:
	A) Yes. Pin-drop tool and responses.
	B) Yes. Designed for engagement.
	C) Yes. Building data through project management.
	D) Extensive system of tools to expand.
		Yes:
		A) Yes. Interactive mapping.
		B) Yes. Designed for engagement.
		C) Yes. City will own the data.
		D) Total 9 engagement tools; over 30 CMS tools
			Yes:
			A) Similar to see/click/fix
			B) Available input through survey or form; could add 3rd party software for more input features (Discus)
			C) Question was too broad for them. On more specific cases, generally yes.
			D) Enotify system to email and text; curated search feature – city-controlled, not Google algorithm.

3. How much time would you take to work with City staff in website / public involvement development?	Pending new proposal.	Customer Success Manager assigned to City available as needed.	Time frame open to City's needs: can work independently or interview departments.
4. Do you expect that the City will provide all content and you will strictly migrate that content into a new framework, or will you work with staff to make some recommendations about how that framework needs to look?	Pending new proposal	City generates content. We can build content on request basis.	Suggested best-practice sitemap. With approval, content migrated and then adjustments made by City requests.
5. What is the protocol for archiving old projects?	Pending new proposal	City sets archiving standards. Mark inactive work but leave for transparency.	Configured to City's needs: automatic, manual, not public, or access-only
6. Have you worked with 3rd party software like "Message Boards" in the past, and would you be able to integrate this specific message board into the website?	Yes, allows for 3rd party integration.	Yes. We also have a similar message board tool available.	Yes. One click.
7. Would you be able to build/integrate a database pertaining to our Veterans Memorial Park project into the website?	Pending.	Yes. We can build into new website.	Yes. Examples provided.
8. Public Library: Do you have any recommendations as to the best way to integrate this site into the City's website? Or is it best to leave it stand alone with a basic landing page and a link on the City's website?	Pending.	Can integrate it and offer tools to collect input from library.	Recommend stand-alone. Can make sites more cohesive.
9. Please look at the Cultural District's website (https://www.smithvilleculturaldistrict.com/): Same questions as above for the Library.	Pending.	Can integrate it, similar to library. Consider them as portals.	Recommend stand-alone. Can make sites more cohesive.
COST: Year 1. See proposals for additional information.	Pending new proposal. Engagement Platform Only $7,500	Website and Platform $26,000	Website and Platform $10,000

Recommendations: At this point, I think the best proposal is from Social Pinpoint. They have a robust data-gathering system that the two other companies do not match, they can add 3rd party software if their own message board does not meet our needs, and they are the company whose message, I think, has been most consistent.

bangthetable®

Build stronger, more trusting communities through meaningful engagement.

Prepared by
Brandon Smith
Bang the Table

Prepared for:

Sabrina Robertson
Smithville, Tx
August 4, 2022

Robust Democracy Requires Real Public Participation

Thank you for the opportunity to propose EngagementHQ as your long-term solution for online community engagement.

We believe that in a 21st-century democracy, every resident has the right to participate in the decisions that affect their lives. Traditional methods of public participation, such as town hall meetings, often exclude all but a vocal few. We built EngagementHQ to give a voice to those who don't have one - and produce measurable engagement outcomes for your organization in the process.

No matter where you are in your online engagement journey, we are here to help. When you become a Bang the Table client, you do not merely gain access to our platform - you join a global community of over 12,000 active global practitioners. As a community, we will share inspiration, advance thought leadership in the industry, and help you exceed your goals.

Sincerely,

Brandon Smith
 Territory Manager
Bang the Table
brandon.smith@bangthetable.com

bangthetable

U.S.
2400 Spruce Street, #204
Boulder, CO 80302

1-844-308-2907

W9 47-5582814

CANADA
300-1090 Homer Street
Vancouver BC V6B 2W9

1-844-308-2907

PBN: 831001185 PG0001
BN: 831001185 RT0001
WCB # 940023 AA (007)

AUSTRALIA
Level 1, 96 Pelham Street

Carlton, VIC 3053 Australia

1300-647-014

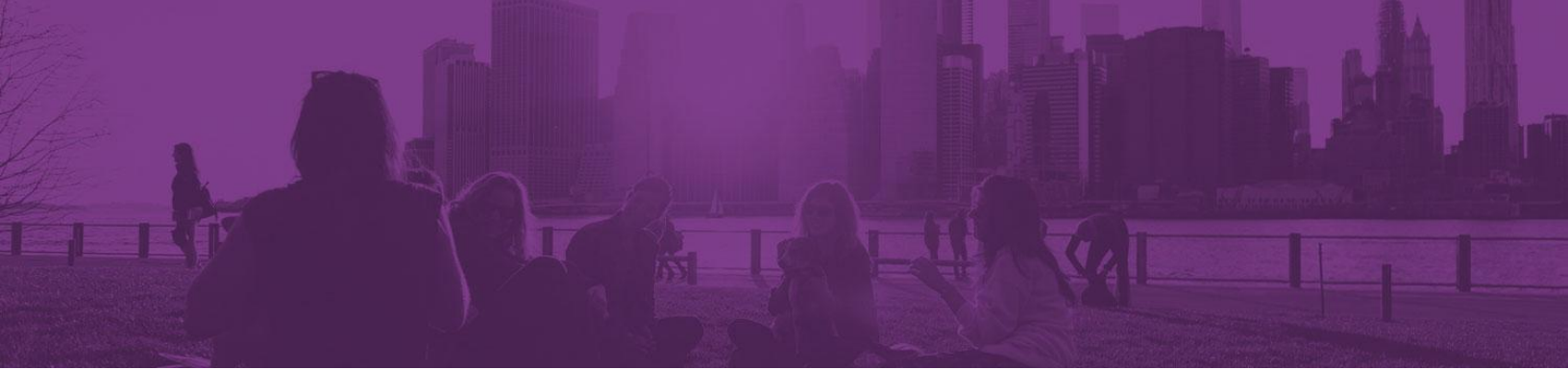ABN: 96 127 001 236
ACN: 127 001 236

U.K.
27 Elder House, 4 Water Lane
Kingston Upon Thames KT1 1AE

0800-779-7724

NEW ZEALAND
Level 1, Awly Building,
287/293 Durham Street North,
Christchurch 8013 New Zealand

+61 3-9020-8628

Your Recommendation

Smithville, TX: EngagementHQ Annual Unlimited License

TOTAL COST
$7,500

Deliverables (included in total cost) **EngagementHQ**

Annual Unlimited License ($7,500)

- Unlimited project capacity
- Branded homepage, custom domain name, SSL
- Access to all Information Sharing Tools, Feedback Tools, Participant Relationship Management, Analytics (including sentiment analysis), Comment Tagging, Summary and Detailed Reports.
- 2 site administrator and 10 project administrator accounts across all departments
- 24/7 English moderation, business hours Spanish moderation provided by Bang the Table
- 24/5 Helpdesk support via email, phone, live chat
- Automatic language translation

EngagementIQ Services (Included)

- Standard onboarding
- EngagementIQ Core uSpport package

Optional Add-ons and Services

EngagementHQ Platform Add-ons:

- Single Sign-on (SSO) for administrators: $2,300 (first year) and $1,800 (renewing years)
- Additional administrators: Site ($1,500), Hub ($1,000), Project ($250)
- Project Finder: $1,000 (first year) and $500 (renewing years)

EngagementIQ Services:

- Upgrade EngagementIQ package: Partner ($5,500 per year)
- Site Build Onboarding: $5,500
- Custom Dempgraphics Dashboards: Individually scoped based on need ~ $1,500-$5,000

Marketplace Products:

- ConstantContact integration: +$1,500 (year 1) and $500 (renewing years)
- Add-on - Hubs functionality: $5,000 per year (includes 5 Hubs + 1 Hub Administrator)

Build stronger, more trusting communities through meaningful engagement

Bang the Table Prospectus

A comprehensive overview of the EngagementHQ platform and supported integrations, add-ons and services.

Contents

Our Mission

Our mission is to enable public participation as a fundamental pillar of well-functioning 21st century democracies by forging constructive relationships between communities and the institutions of government.

"You helped us quickly gather information from the community, especially groups and populations that do not come to the in-person meetings."

Chris Meschuk
City of Boulder

Robust Democracy Requires Real Public Participation

Through technology and deep industry knowledge, our aim is to continuously innovate and add value to the public participation industry.

Our experience with online community engagement aims to empower organizations and their communities by providing them accessible opportunities to learn about and contribute to the decisions that affect their daily lives.

Bang the Table was established because, no matter how well-designed the off-line consultation process, inevitably it only reaches a small segment of a community. The online space provides the opportunity to give vastly more people access to information and enable them to have their say. It drives inclusive, transparent, and measurable community engagement processes that empower collaborative learning, discussion, and debate. EngagementHQ is a community engagement platform that provides capacity and support for focused consultation in a safe, information-rich environment through an integrated range of online community engagement feedback tools. A diverse approach extends inclusiveness and gives the community better opportunities to have their say on issues that are important to them.

The use of EngagementHQ, combined with our guidance and support, will provide an immediate and engaging online presence that will produce exceptional and measurable results.

If you have questions about this prospectus, we would love to hear from you.

Introducing EngagementHQ

"EngagementHQ has been a hit in our community, helping to turn innovative ideas into reality!"

Dannette Robberson
City of Parker

EngagementHQ is the world's leading online community engagement platform, supporting over 12,000 practitioners around the globe. One robust platform lets you inform, engage, measure and build community through meaningful relationships and on-going interactions.

Multiple feedback tools serve to engage residents while unique information-sharing tools support efforts to inform and educate.
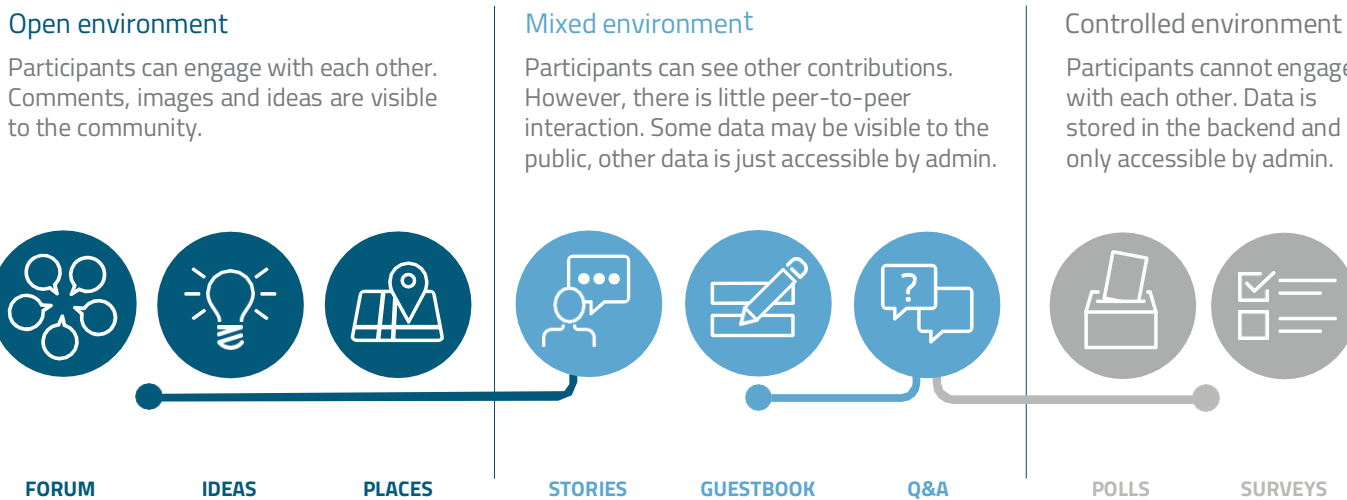
- Use a full array of videos, documents, image galleries, key dates, lifecycles, and other information tools to educate, build confidence in the process, and drive participation.

- Customize the appearance of your engagement site and project pages to align with your brand. Use a mix of feedback tools for any project to encourage input, guide education and extend participation.

- Easily share draft projects with internal or external stakeholders for approval before launch.

- Participant management helps you understand who you are hearing from and reach out to target groups and segment your participants for deeper feedback analysis.

- Our easy to use Newsletter helps you target community members with branded email newsletters.

- In-depth real time reporting ensures that you can 'listen' effectively and efficiently while text and demographic analysis tools help you understand community sentiment behind the feedback.

A Full Spectrum of Engagement Tools

EngagementHQ offers a complete range of engagement tools, making it easy to marry your online and face-to-face methodologies.

Mix and match any combination of feedback tools to support your consultation process. Selecting the right tool for your engagement is essential to getting the feedback you need. When considering which tools to utilize, you can choose to keep public participation in a controlled, mixed or open environment. The spectrum below identifies where each tool fits within these operating environments. As you advance your practice, you'll become more comfortable using a combination of tools, expanding the level of detail and input you receive.

Open environment
Participants can engage with each other. Comments, images and ideas are visible to the community.

Mixed environment
Participants can see other contributions. However, there is little peer-to-peer interaction. Some data may be visible to the public, other data is just accessible by admin.

Controlled environment
Participants cannot engage with each other. Data is stored in the backend and only accessible by admin.

FORUM   **IDEAS**   **PLACES**   **STORIES**   **GUESTBOOK**   **Q&A**   **POLLS**   **SURVEYS**

Each environment has a range of tools that are suitable for use on their own or in combination with others as part of a more robust methodology. Understanding your objectives, negotiables, and the types of information you need will be a key determining factor for your tool selection.

A Full Spectrum of Engagement Tools

Continued
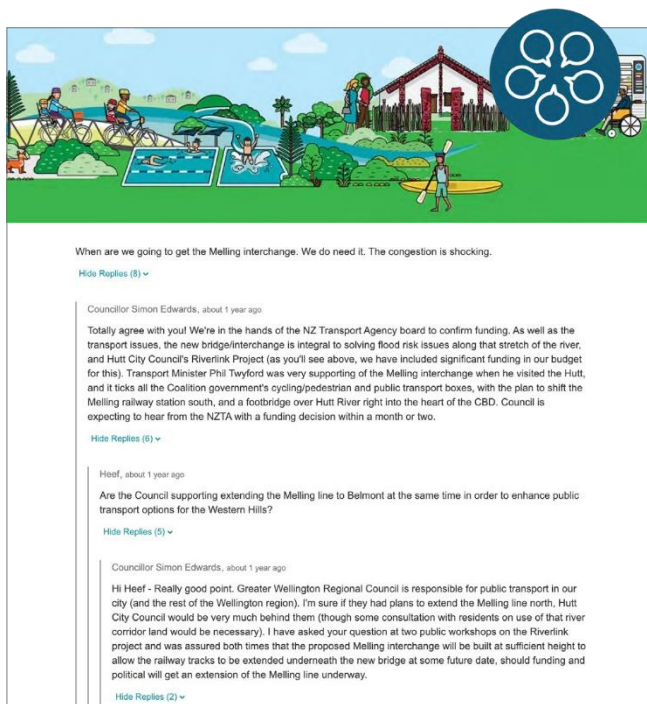
Long Term Plan 2018-2028 - Have Your Say Hutt City

FORUM

A safe and interactive space for your community to discuss and debate pertinent issues. Multithreaded discussions enable deeper engagement for passionate stakeholders.

- Include rich media content in the introduction
- Unlimited Forums topics per project page
- Unlimited comments per forum topic
- Threaded replies
- Participants can agree and disagree on other people's comments
- Allow participants to start their own forum topics
- Unverified participation
- 24/7 moderation
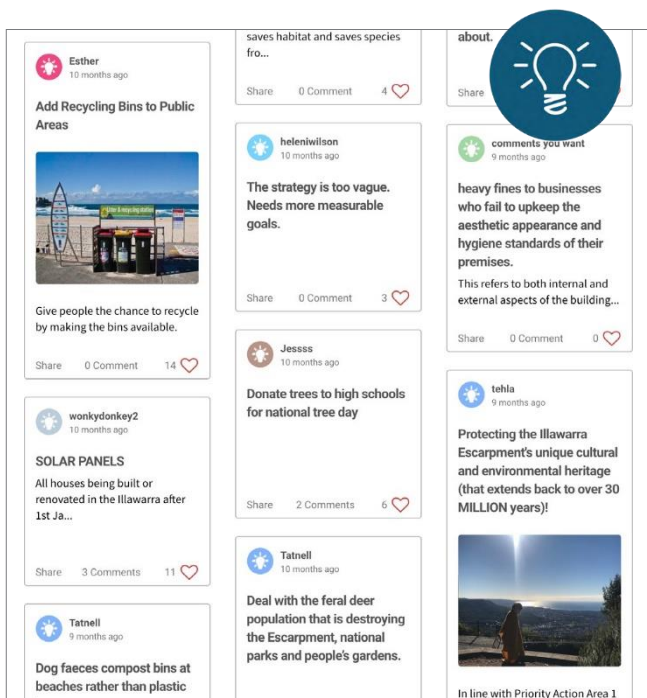
"Why is improving our city's environmental sustainability important to you?" - Our Wollongong

IDEAS

These "virtual post-it notes" are a way for your community to share what inspires them. Ideas can include images or media for context and participants can like and comment directly.

- Include rich media content in the introduction
- Unlimited amount of Ideas instances per project, with one 'featured' Ideas instance
- Indefinite or scheduled voting
- Participants can like and comment on other people's ideas
- Share photos and comments with ideas
- Scheduled publishing
- 24/7 moderation

A Full Spectrum of Engagement Tools
Continued
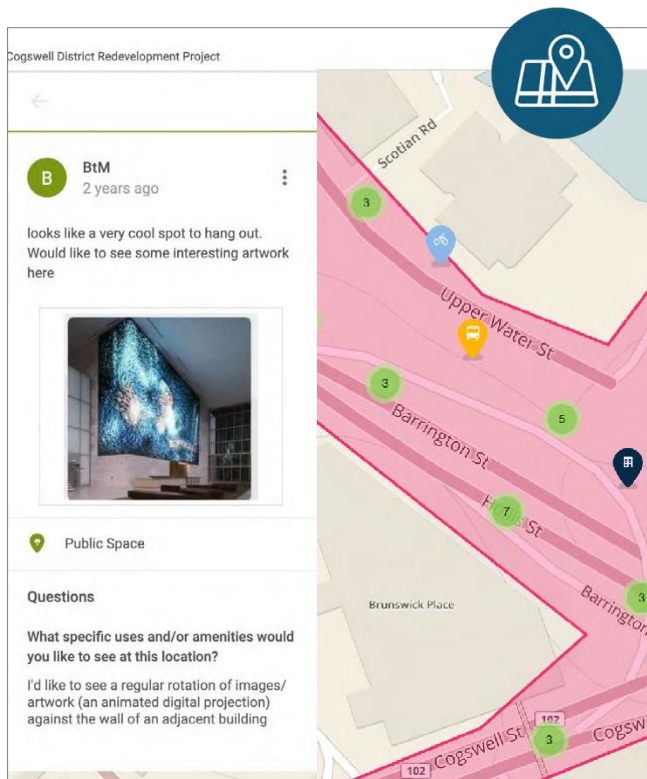
Cogswell District Redevelopment Project - HALIFAX

PLACES

Gather feedback and photos directly on a map with a simple "pin" drop. Geospatial maps offer participants a fun way to engage and see their contribution on a map.

- Include rich media content in the introduction
- 8 different map types
- 200+ pin category icons
- Draw custom map shapes, add points of interest and unique layer styles
- Simple Shapefile, KML and WMS layer support
- Pin categories can be applied to group input
- Survey responses, pin comments and pin photos are visible to the public
- Mandatory or optional survey with each pin
- Unlimited Maps per project page
- Unverified participation
- 24/7 moderation
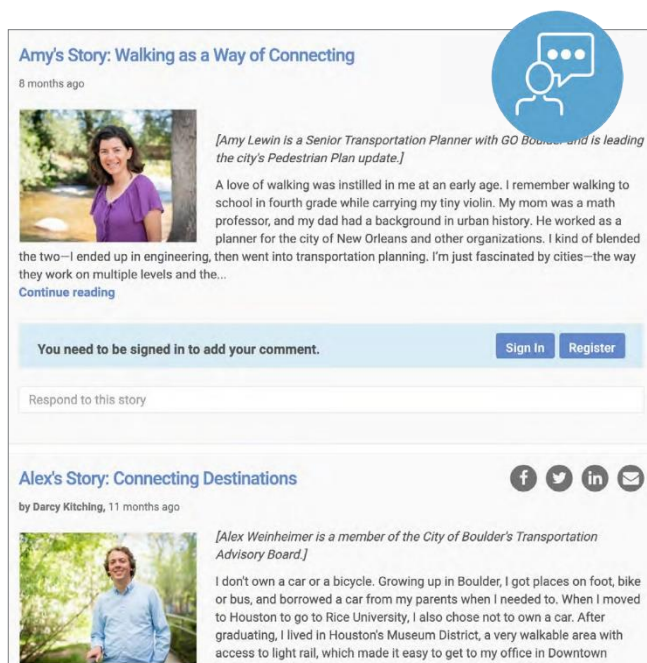
Transportation Planning Projects - Be Heard Boulder

STORIES

Help your community better understand, empathize, and relate to others and your project. Stories can be interactive and can include images or media to support context.

- Include rich media in the introduction
- Comments on stories can be allowed
- Agree/disagree on other comments
- Contributors can turn off commenting on their story if they choose
- PHQ or on-site moderation
- Rich media in introduction and thank you message
- Unverified participation
- Notification to admin that a new story is published

A Full Spectrum of Engagement Tools

Continued

Transportation Master Plan - Have Your Say Guelph

GUESTBOOK

Simple, streamlined, and moderated space for your community to upload comments. Comments are moderated to manage what appears publicly so your engagement stays on topic.

- Include rich media content in the introduction
- Unverified participation
- Pre or post moderation (moderation happens before or after the comment in published)
- Send acknowledgment to participant that comment is posted
- Send notification to the admin when a new comment is added
- Supports paragraph breaks
- Pagination

Ask HR - Engage Tigard
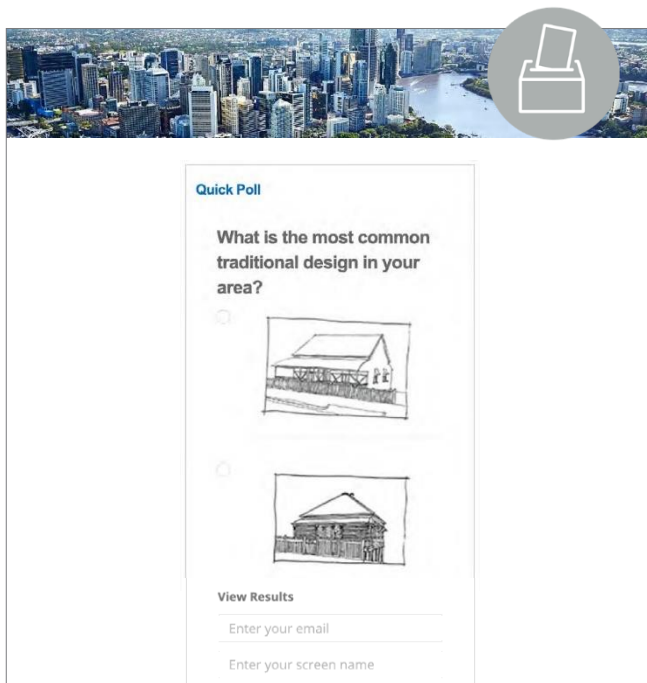
Q&A

Receive questions in a managed space that accommodates your public or private responses. Q&A is a great way to populate your community FAQs page.

- Include rich media content in the introduction
- Respond to questions privately (an email is triggered back to the visitor) or publicly (both question and response appear on the site)
- Unverified Participation
- Send notifications to administrators when new questions are posted
- Send notifications to participant when their question has a response

A Full Spectrum of Engagement Tools
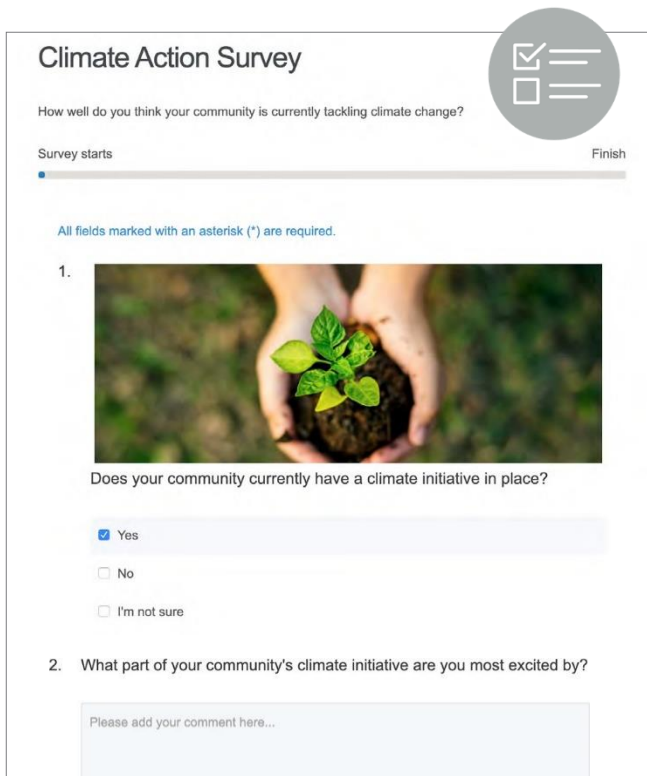
Continued

Character Design Forum - Your Say Brisbane

QUICK POLL

Ask a single question and get immediate insight with this quick and targeted tool. Polls are an easy way to activate simple engagement with a single question.

- Multiple Quick Polls on the same project page
- Quick poll as a widget OR a tool
- One vote per user, even if anonymous. Quick Poll responses are cookie based
- Show votes instantly, before or after the visitor has voted
- Unverified participation

SURVEYS

Encourage your community to voice their opinions in a convenient and guided way. Use images to make questions engaging. Tag responses for deeper survey analysis.

- Apply skip and conditional logic to your questions
- Schedule survey publishing and archiving
- Option to display survey results to participants
- Survey cloning
- Survey pining
- Social sharing
- Configure Survey as a petition
- Multiple Surveys on one project
- Single or multiple submissions
- Printable Surveys for offline sharing
- Question notes

Inform your Community

EngagementHQ incorporates a range of information tools to support your digital engagement objectives. Use these tools to highlight your key content and information resources, making it easier for your audience to self-educate and explore important issues in depth.

CORE PROJECT INFO

LIFECYCLE Outlines the stages of your project to your community and communicate project progress as you move through each stage.

WHO'S LISTENING Humanises projects by displaying profiles of the people listening to feedback on your project.

KEY DATES Displays and promotes key dates associated with the off-line engagement process such as public meetings.

FAQ Displays a short list of frequently asked questions and answers about your project with a link through to the FAQ page.

SHARING

RELATED PROJECTS Showcases related projects to cross-pollinate engagement and promote self-learning.

IMPORTANT LINKS Lets you display a list of links important to your project.

RICH MEDIA

PHOTOS The photo gallery displays two custom images from an unlimited capacity image gallery.

VIDEOS The video gallery displays two custom video stills from an unlimited capacity video gallery.

DOCUMENTS Displays the key documents from your library as individual items or in folders.

PROJECT UPDATES

FOLLOW PROJECT Allows registered and unregistered participants to subscribe to the project.

SIGN UP BANNER Encourages your community to register and builds your participant database.

NEWS CATEGORIES Automatically adds a list of categories from your published news articles.

ADVANCED
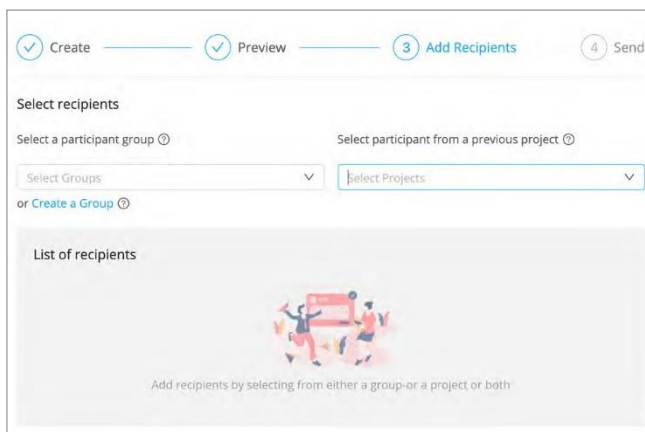
CUSTOM Allows the integration of embedded content from any third-party source.

Participant Relationship Management (PRM)

Our Participant Relationship Management (PRM) system is our flagship community-building system. It makes long-term engagement easy by building a strong data and information-driven base through integration with all the EngagementHQ tools, including newsletters, blogging, and social sharing.

A powerhouse relationship management system, PRM gathers and integrates data and information so that you can better understand and engage with the people who interact with you. This ensures that you don't have to rely 100% on project promotion to drive participation and ensures people are kept informed throughout a project's lifecycle to validate participation.

Create an email list of past project participants
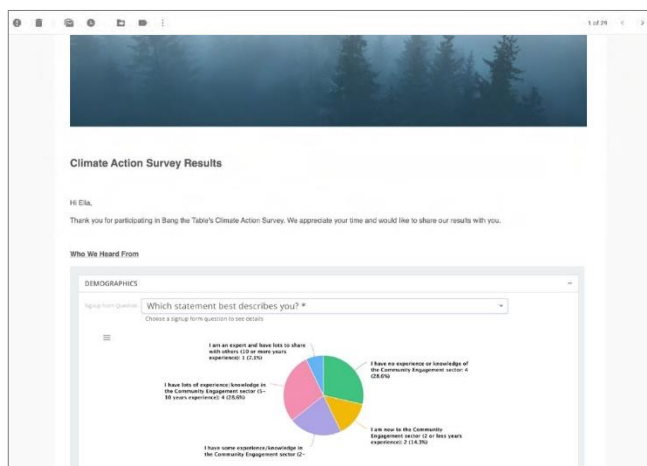
Send email updates to participants through EngagementHQ

TARGETED COMMUNICATIONS
EngagementHQ has segmentation functionality that allows administrators to target registered participants via email. Targeting can be based on various data points such as prior interest, participation in past projects, demographic information collected during the registration process, and so on. These criteria are then used to create Groups, which are then used to target participants with topic-specific messaging via the newsletter feature.

E-NEWSLETTERS
Syncing with your other EngagementHQ tools and data, our range of newsletter templates give you one easy platform to work from. The designs are simple to work with and include preview and test functions, and audience selection and filtering.

SOCIAL INTEGRATION
Easily connect your social platforms to EngagementHQ. Provide social login ability for participants (via Facebook and Twitter), enable social sharing of your projects, and embed social feeds into your engagement platform and projects.

Participant Relationship Management (PRM)

Continued

- Participants can create a profile via a registration form configured by you. The only fields required to participate are a participant-defined username, password, and email address. Additional fields can be configured to support deeper data analysis and community understanding. Demographic analysis features can be run using participant data collected in your registration form, providing better insights and actionable feedback from community input.

- Our engagement tools allow anonymous and registered participation, as configured by administrators.

- User profiles and user passwords are encrypted at rest using bcrypt and a hash; data is also encrypted in transit by applying an SSL certificate.

- EngagementHQ will also log available participant information and make it visible in the Participant Relationship Management dashboard, and accessible via the Analytics Reporting tool.

- Usernames and email addresses are checked for uniqueness at create and edit points.

- When logged in, participants can access their profile to update their preferences.

- Participants can reset forgotten passwords using the "forgotten or reset password" process, which can be accessed at any time with a verified email address.

Project Visibility Modes

The visibility tool gives your projects three modes of visibility: 'Public' (anyone can view and participate), 'Panelled' (anyone can view, but only invited panelists can participate), or 'Protected' (only selected groups can view and participate).

Reporting and Analytics

Get better insights, improve your communications, and make better decisions with enhanced analytics and sentiment analysis.

Our A-I-E framework is designed to make it easy to measure the performance of your project against realistic goals, identifying how many participants are Aware, Informed, and Engaged (A-I-E) for each project. Automated weekly email reports identify project interest, critical issues, and important community stakeholders. Sophisticated reporting lets you analyze or export the results of a single feedback process, an entire project, or your entire project history.
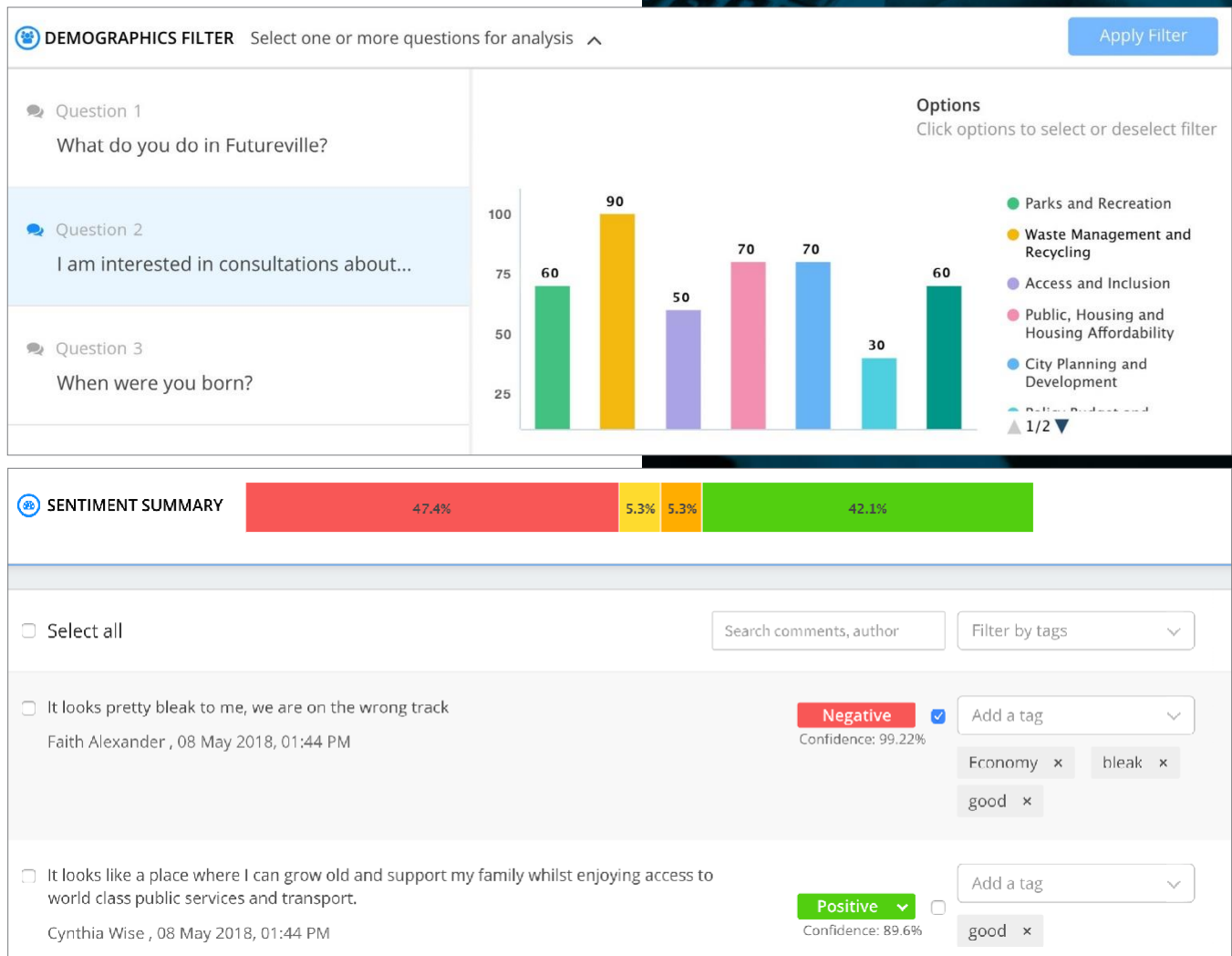
Reporting and Analytics

Continued

Reporting

Run reports directly within the EngagementHQ interface to monitor progress and results for your projects. Export formatted report summaries and detailed reports in PDF, Excel or CSV for deeper data analysis work and sharing. Detailed reports provide insights for individual feedback tools, holistic project reports, multi-phased projects or for your entire site.
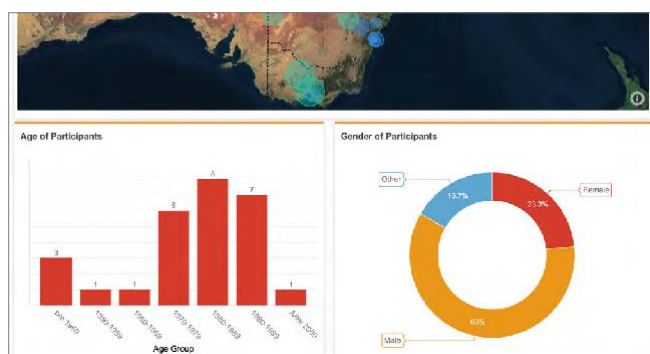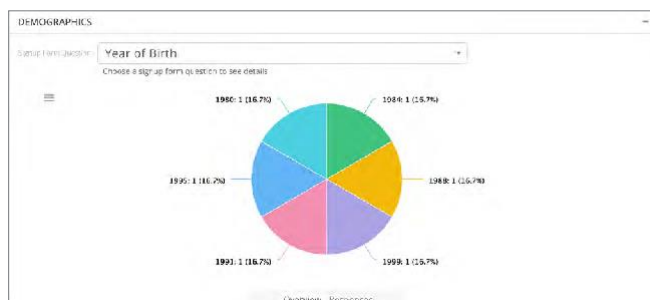
DASHBOARD

Monitor site visits, registration numbers and active participants coming to your EngagementHQ site. See how your marketing efforts are working to drive participation. And easily access recent community responses for review.

PROJECT REPORTS

See a summary of visitor insights, channel referrals and participation for each engagement project. Filter to identify traffic sources for one, many or all of your projects within the same report. Understand which feedback tools and widgets are being used the most by participants, which projects have the most contributions and how participants interact with your site.

TOOL REPORTS

Dive deeper into your feedback tools to understand how participants interact with a specific tool across all of your projects. Layer demographic questions from your registration form into your reporting to better understand tool preferences and interaction among different community segments.

CUSTOM DASHBOARDS

Through our EngagementIQ services, you can embed custom dashboards from services such as Zoho directly into your EngagementHQ site. These reports can be generated at the close of your engagement project and provide a nice visual way to close the loop with your participants and stakeholders. You may also integrate EngagementHQ with Google Analytics for more insight into how your visitors interact with your site.

Reporting and Analytics

Continued

Advanced Analytics

Extracting meaningful insight from large quantities of text based responses is made approachable in EngagementHQ by applying demographic filtering, sentient analysis, and comment tagging to your feedback data.

TEXT ANALYSIS

Understand which issues are important to your community by analyzing comments across tools, including Forum and Survey tools. Keyword tags can be applied allowing you to write notes and group comments into themes you may use as filters for your data analysis. This is foundational to gaining qualitative feedback from participants.
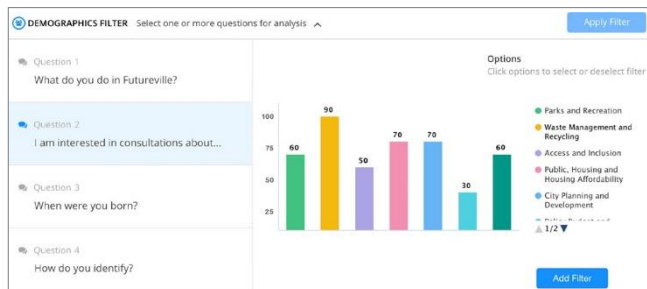
DEMOGRAPHIC FILTERING

Use the demographic details you collect from participants during the registration process to filter your feedback data and identify trends within your community segments.

SENTIMENT ANALYSIS

Through the use of Artificial Intelligence (AI), EngagementHQ's new sentiment analysis feature will assign positive, neutral, mixed, or negative sentiment labels to each text based response, showing you a summary of community sentiment around a particular topic. Demographic filters can be applied for deeper understanding of community needs.
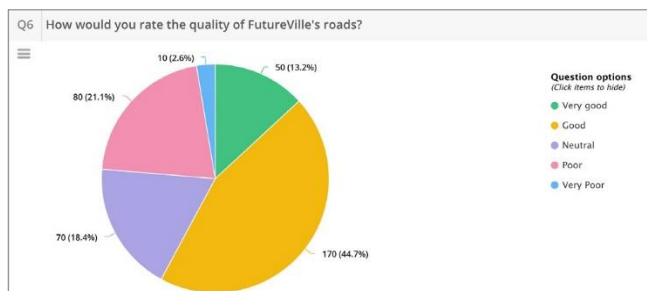
SURVEY ANALYSIS

Get a detailed report of all your survey responses to see specific answers by each community member to each survey question. Download survey questions and answers with easy to understand graphs and charts that summarize community responses for each question.

Introducing EngagementIQ

"I have had such wonderful support from Bang the Table staff in my use of our Let's Talk platform as well as from the webinars and online support for all of the questions I have had about creating projects."

Simone Zrna
City of Murray Bridge

Expert Advice, Training and Support

Whether you're looking for quick strategy advice, help delivering a project or additional online training for your team, our EngagementIQ team have you covered.

ADVICE Get expert digital engagement advice
Need help planning for and delivering your next digital engagement? Our engagement team can help you achieve project success with advice to help you deliver best-practice digital engagement.

TRAINING Get the most from EngagementHQ
Take your use of EngagementHQ to the next level. Work with our engagement team to learn how to use the features of EngagementHQ including advanced features and more.

SUPPORT Solve any issues with 24/5 support

Struggling with technical questions? Having problems setting up tools? Our world-class client experience team can help you overcome the trickiest of problems, via online chat and email.

MODERATION Rely on our content moderators 24/7

Our global network of experienced and mature moderators keeps any public-facing conversation safe and on-topic for participants and protects you from any risks associated with inappropriate content.

Select your Level of Support

Choose a plan most suited to your needs. We have options for organizations at every stage of their journey with EngagementHQ.

Core

ADVICE

Our core offer for all EngagementHQ clients includes:

- Help desk resources for self-directed learning
- Invitations to client meetups & professional development workshops
- Regular monthly webinars

TRAINING

Face-to-face and online training available on request.

SUPPORT

Our guaranteed support commitment for all EngagementHQ clients:

- 24/5 chat & email support
- 15min first response chat
- 2hr first response email

Essentials

ADVICE

Utilize up to 10 hours of support and advice from an EngagementIQ team member for assistance with:

- Setting up projects & tool selection
- Database management
- Developing organizational capacity & processes
- Planning your projects

TRAINING

1 x 60min instructor-led online refresher training per annum.

SUPPORT

Our guaranteed support commitment for all EngagementHQ clients:

- 24/5 chat & email support
- 15min first response chat
- 2hr first response email

Partner

ADVICE

Work with us as your strategic Partner, with up to 20 hours of support and advice from a dedicated EngagementIQ team member who can assist your team with:

- Strategies for driving participation
- Utilizing different methodologies
- Best-practice planning & tool selection
- Organizational buy-in
- Support for major projects
- Design & layout

Includes annual Benchmarking Report with strategic recommendations for improving practice.

TRAINING

Up to 2 x 60 min online training sessions for advanced product training.

SUPPORT

Prioritized SLA's for first-in-queue support:

- 24/5 chat & email support
- 5min first response chat
- 1 hr first response email

Custom

ADVICE

Build your own requirements and tailor a support plan for your specific needs.

Custom plans are suitable for larger teams or clients looking for whole-of-organization approaches to engagement.

If you have other requirements, get in-touch to discuss.

Getting Started with EngagementHQ

The new Bluehaven interface offers administrators intuitive navigation, in-app tours and helpful prompts to guide learning and feature discovery.

Getting started with digital engagement requires strategic thinking, site scoping, project support and training. Our recommended onboarding process helps you start off on the right note with rigorous site scoping, EngagementHQ platform training, quality assurance and testing before you launch.

Onboarding Process

Site Delivery	Kick-off Meeting	Site Scoping Session	Online Training	Self-directed Site Build	Online Training	Pre-launch Quality Assurance and Testing	Launch Site

PLANNING	SITE BUILD	REVIEW	LAUNCH

Add Custom Support

Site Build

Our engagement team will build your site for you, including tool setup, managing site settings, homepage creation, ensuring accessibility and creating your first projects.

ACCESSIBILITY AUDIT
Ensure your new site is inclusive for all residents. Our team will review for missing alt text, heading structure usage, color contrasts and complexity of your project copy.

Custom Onboarding

Site Delivery	Kick-off Meeting	Site Scoping Session	Online Training	We Receive Your Content	We Build Your Site	Site Build Iterations	Online Training	Accessibility Audit	Pre-launch Quality Assurance and Testing	Launch Site

PLANNING	SITE BUILD	REVIEW	LAUNCH
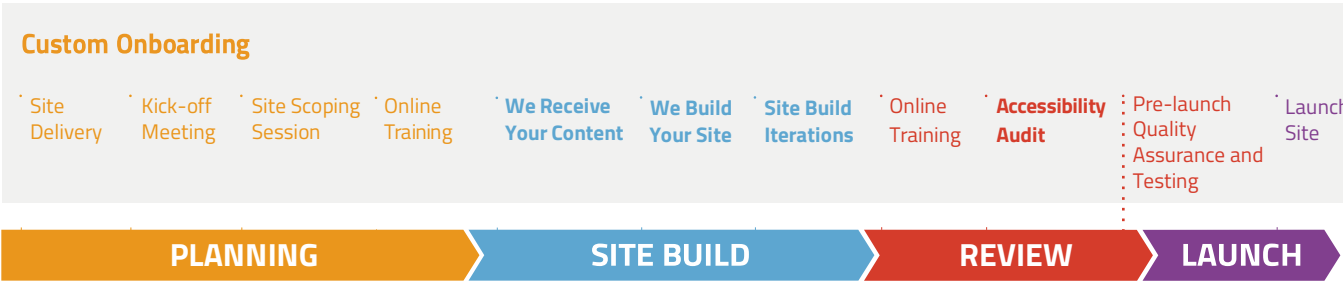
Add Custom Support

Continued

Project Delivery

Get extra help with major projects to ensure your team delivers high-quality and efficient digital engagement.

PROJECT PAGE BUILD
Allow us to build your project page for you, including tool setup, testing and page iterations.

SURVEY DESIGN
Get assistance developing the perfect survey which allows for thorough analysis and informed decision making.

PREMIUM PROJECT SUPPORT
Ensure business continuity when your under-resourced and allow us to support our digital engagement project needs.

Training

Our EngagementIQ Team can provide tailored training to suit any organizations.

IN-HOUSE TRAINING AND WORKSHOPS
Host our EngagementIQ Team at your organization and learn a wide-range of skills and strategies for use in digital engagement.

ONLINE ACCELERATORS
Rapidly increase your knowledge of digital engagement and EngagementHQ with tailored on-demand online training for your team.

ONLINE COACHING
Develop a professional learning plan for you and your team and work with a coach on new approaches and challenges to enhance your digital engagement practice.

Add Custom Support

Continued

Data Analysis and Reporting

Bring your engagement data to life with a range of services to help with analysis and reporting to build trust with community and make better decisions.

INTERACTIVE PROJECT DASHBOARDS
Take your project data and transform it into a unique and embeddable interactive dashboard to help project teams and the community visualize your engagement outcomes.

SITE REVIEW AND BENCHMARKING REPORT
Take a deeper look at your engagement practices using EngagementHQ and get strategic recommendations and performance benchmarks to help improve your practice.

COMMENT TAGGING AND ANALYSIS
Allow us to tag and code your qualitative feedback and develop an interactive report that enables you to better analyze unstructured text.

24/7 Moderation*

Mitigate risk and keep your community protected.

Expert moderation protects you and your community against bullying, heckling, and inappropriate behavior as well as ensuring that your forums and discussions are on-topic and privacy is protected. It is an essential solution for any government department or organization with a legal obligation to protect the right to free speech. The service is designed to protect you and your community. Our moderation policy can be found at the bottom of all client sites.

EngagementHQ first filters all posts to remove spam and to look for high-risk language. Comments containing bad language do not appear on the site and are instead routed to a moderator to check if they are permissible. All other content on Ideas, Places, Discussion Forum, and Guestbook tools are reviewed by our expert moderators within 2 hours of posting, 24/7. Comments found to be contrary to the moderation rules are removed with a clear reason being emailed to the participant who posted the comment, giving them the option to repost in a way that does not violate our moderation rules.

You can always access removed content on request, and if you ever disagree with our moderators, you can request to have content reinstated. Thankfully, our moderators remove less than 1% of all content because we have found that timely and independent intervention can prevent a discussion going off the rails.

Posts to the Stories and Q&A tools are moderated by our clients in the administrative interface. For these tools, nothing appears on the site without your team giving it the green light first. Questions to the Q&A tool require an answer, and Stories can contain rich media, which is why we leave moderation of these elements to your team.

* English and French 24/7, Spanish 24/5.

24/5 Technical Support

Live chat, in-application support, and helpdesk

EngagementHQ delivers more than just an online engagement platform. It is serviced by real people who answer the phone and respond to live chats and email. EngagementHQ is also the product of nearly a decade of community best practice, and our knowledge base reflects that. Communicate directly with a human to discuss and identify issues, and to receive updates on process and resolution.

HELPDESK
Our customer experience team can be contacted for user, technical, and practical support.

Email: support@engagementhq.com

Web: helpdesk.bangthetable.com
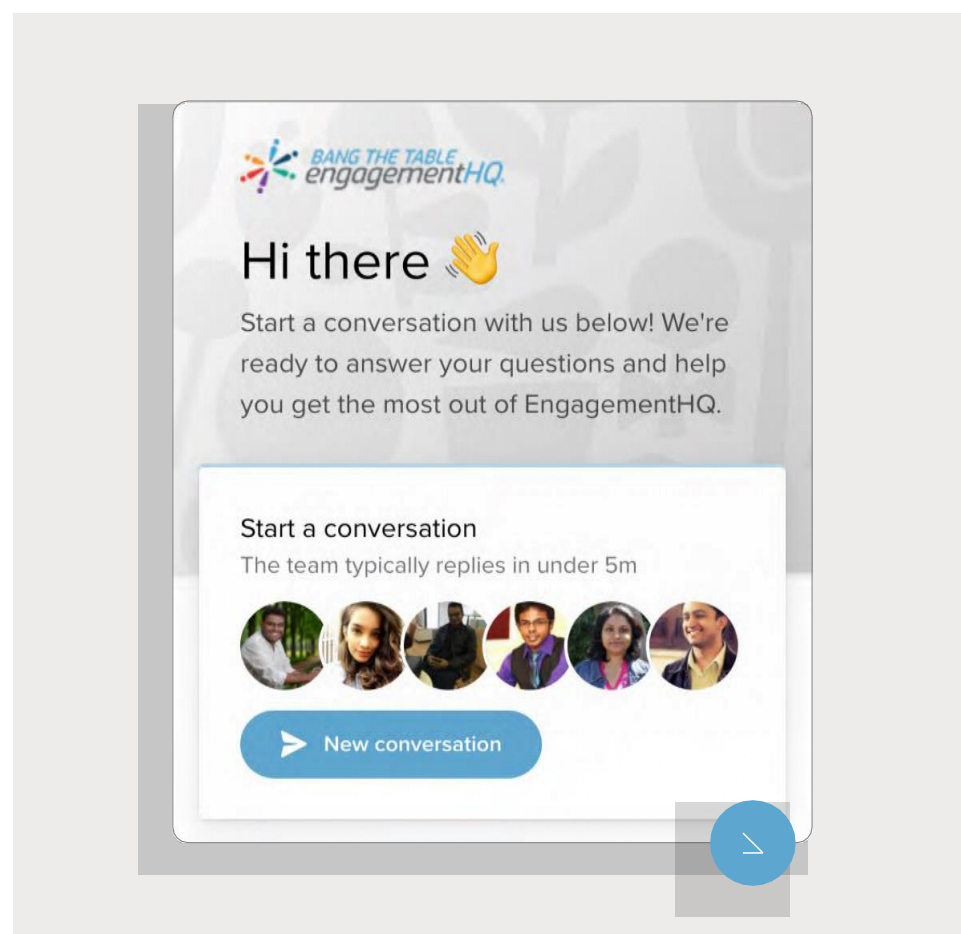
Service Level Agreement

When a support ticket is opened, our customer experience team will assign a severity level to each ticket and will work to resolve the issue within the designated response time, according to the severity level of the issue raised.

SEVERITY LEVEL	EXPECTED RESPONSE AND RESOLUTION TIMES
Critical core function site issue	Resolution within 4 hours
Minor critical core function site issues	Response within 2 hours and resolution within 1 business day
Non-critical core function site issue	Resolution within 2 business days
Minor non-critical core function site issues	Resolution occurs as soon as possible, no later than 10 business days

Account Management

Runs parallel with services and support: You can call or email your assigned Engagement Manager during regular business hours (EST and PST), and either email or submit a trouble ticket to the helpdesk all other hours of the day.

Your Engagement Manager will help ensure your team uses the EngagementHQ platform to its fullest, aligning with your objectives and guide training, suggest product feature enhancements and services to further support your team and build capacity where you need it most.

Our Community of Engagement Practitioners

Bang the Table supports approximately:

12,000+
active practitioners using EngagementHQ

11 million+
participants engaging across all of our client's sites

570+
communities and government organizations around the globe

58,000+
active subscribers to our mailing list

Our experience is built on shared knowledge of best practices and insights among Bang the Table and our clients, professional networks, and communities, all interested in fostering stronger public engagement.

Their willingness to share, be challenged, and experiment has afforded Bang the Table the luxury of leading the online engagement industry for nearly a decade.

Design and Customization Options

"The platform interface is fantastic and really user friendly, so I am sure I'll be able to pick this up in no time!"

Maddie Brough
City of Launceston

Theme Selection

EngagementHQ can be structured and branded to support your corporate identity.

Website design, information architecture, and visual branding are all critical elements of your community's online experience. With EngagementHQ you can customize the look of your site to match your corporate look and feel.

CLEAN SKIN DELIVERY
EngagementHQ is delivered as an 'unbranded' website. You choose your colors, add your corporate logo, header banners, and any images.

HOMEPAGE TEMPLATES
EngagementHQ comes with the choice of four homepage layouts suitable for different organizational needs straight out-of-the-box.

HOMEPAGE TEMPLATE EXAMPLES

Whitehaven
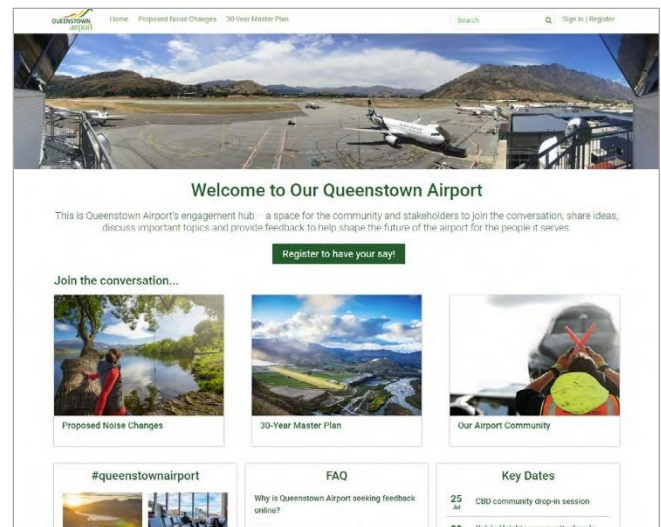
Bondi
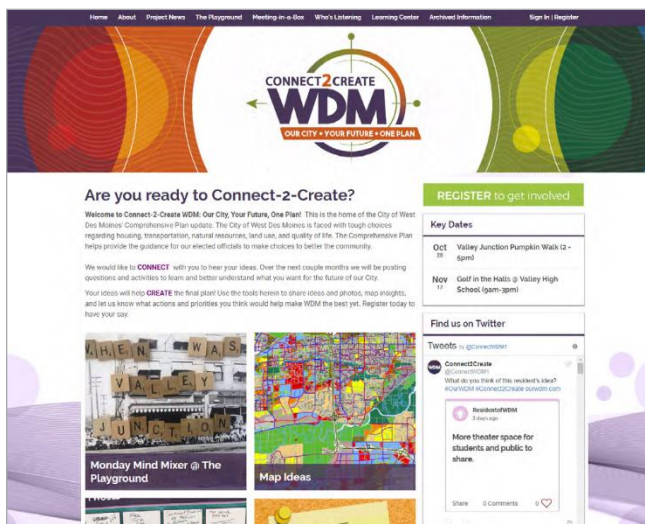
Torquay
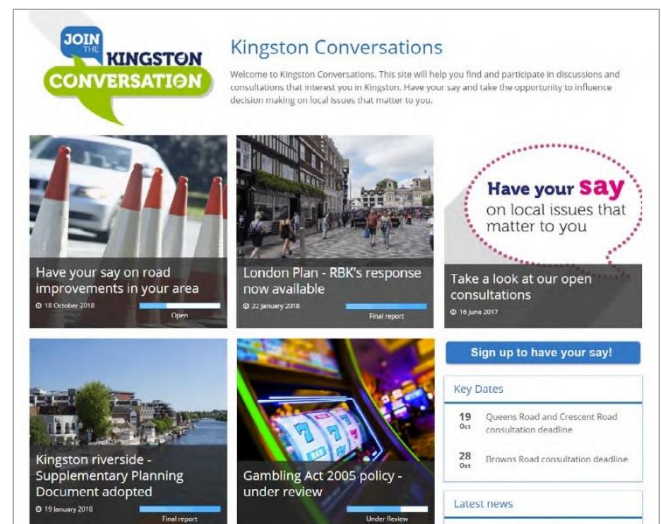
Coral Bay

Brand Integration

Bring the look and feel of your organization's brand to your EngagementHQ platform. With Brand Integration, our team will incorporate your unique website header, footer, fonts, colors and other design elements into your EngagementHQ site, providing a seamless experience for your participants. Navigation elements can be integrated either statically or dynamicaly. Once branding elements have been integrated, they are applied to all future projects. Brand integration is offered as a custom site build option through our EngagementIQ services.
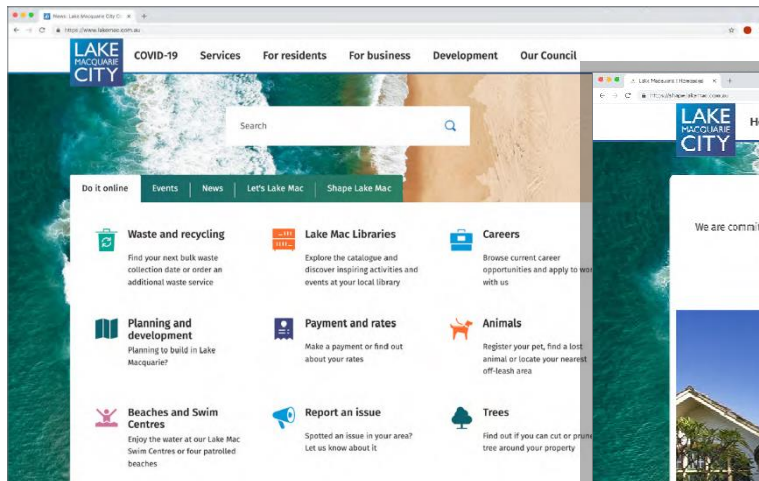
Lake Macquarie City Council Website
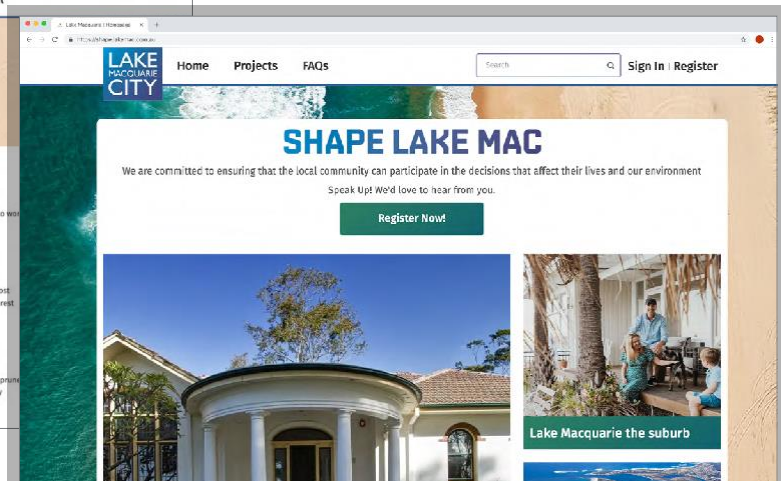
Lake Macquarie City Council EngagementHQ Site

Project Page Layouts

Project pages are designed to be the one stop shop for all of your ongoing conversations. The layout allows your team to educate your community through the built-in content management system and educational tools, while also collecting their feedback. Project pages can handle rich media embedded content, including videos and photos, making it easy to educate your different audiences. Tools are turned on or off with single-click functionality, and the content management system will walk you through the creation of new project spaces.

Flexible page layouts: Each EngagementHQ project page can be structured to meet your specific project needs with the choice of multiple engagement tools and information widgets.
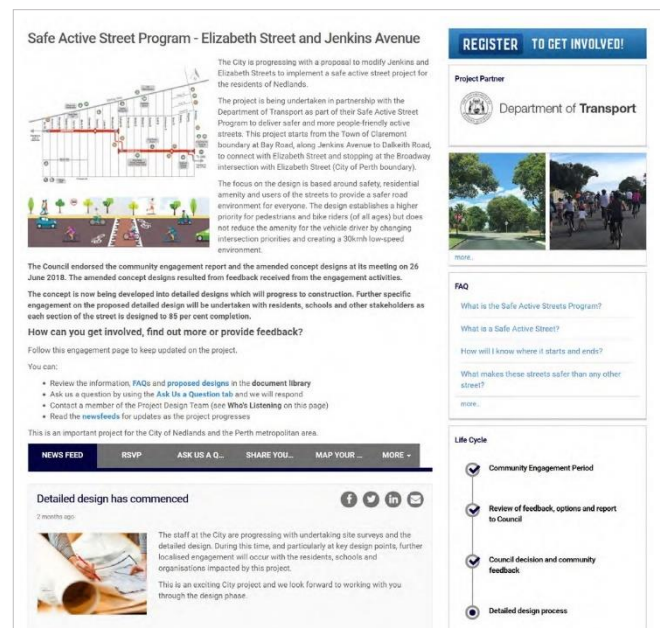
Product Innovation and Enhancement

"I wanted to say a big thank you for implementing the SSO for Engage Bayswater so quickly!
I'm already finding it much simpler to use and I'm sure others will as well."

Janelle Easthope
City of Bayswater

Our recent platform, Bluehaven, was built to support a strategic development cycle that will bring consistent product innovation and feature advancement for our clients. With quarterly release schedules, backed by rigorous testing and deployment processes, EngagementHQ will continue to deliver best in class tools and applications that move the practice of digital engagement forward for our clients around the world.

EngagementHQ Marketplace

Build your communications and engagement ecosystem through our partnerships and integrations.

Expand your capability and reach, these powerful solutions can be added to your EngagementHQ platform to create a seamless user experience for both participants and administrators.

EngagementHQ Marketplace

Continued

Project Finder

Project Finder allows you to embed any or all of your engagement projects onto any website. Through keyword filtering, participants can search and filter your active projects to find topics of interest without coming to your EngagementHQ site directly. By clicking into the project from the embeddable tool, participants will be taken to your engagement site to participate and provide feedback. You may customize the visual appearance when embedded on your site to match and the projects displayed will automatically update as new projects are published.

Authorized Single Sign On (SSO) for Administrators

Create a simple and secure login process with SSO. Connect your existing staff database to your EngagementHQ platform allowing your administrators to use the same login for all systems. Your IT team maintains access to your systems and passwords can follow your internal security protocols.

Email client integration

Connect your email service provider account with EngagementHQ and run branded email campaigns to promote your digital engagement projects. We currently integrate with Campaign Monitor, Emma, Mailchimp, Vision6 and Constant Contact, others to be added based on need.

EngagementHQ Marketplace

Continued

Partnership Integrations

Bang the Table has partnered with other leading solution providers around the world to build a comprehensive ecosystem for community engagement practitioners.

BUDGET ENGAGEMENT BALANCING ACT

Balancing Act budgeting software embeds seamlessly within an EngagementHQ project page, enabling you to run interactive budget simulations for residents to explore various budget scenarios and get feedback during your budgeting process.

PDF/CONTENT ENGAGEMENT KONVEIO

Engage with stakeholders around official documents such as city plans or PDF reports, directly in EngagementHQ. The Konveio software embeds seamlessly in a project page and makes interactive publishing, reviewing and commenting on city documents more social. Participants can add feedback, expand on ideas with contextual insights, or add rich media overlays right within the shared PDF document

SMS ENGAGEMENT MESSAGE MEDIA

Send bulk SMS (text) messages to promote your engagement projects and close the loop with your community. The Message Media platform integrates with EngagementHQ, allowing you to send Quick Polls or Forum postings to stakeholders and funnel those replies automatically into your EngagementHQ site for further analysis.

GOVDELIVERY SUBSCRIBER NETWORK GRANICUS

Through our partnership with Granicus, EngagementHQ can be integrated with your govDelivery account allowing you to proactively solicit, receive and analyze feedback on your engagement projects through your subscriber network. Participants that follow your projects on EngagementHQ will also be added to your govDelivery network.

Technical Specifications

Security and Privacy

Bang the Table takes the protection of your information and the information of your community extremely seriously. We have made a commitment to comply with the standards of all jurisdictions in which we do business.

We have outlined some of the measures that are a result of this commitment to information security. As always, we are happy to provide further detail when requested.

Compliance

ISO 27001
Our information security management system (ISMS) which underpins all of our operations has been successfully certified to ISO/IEC 27001:2013, the global standard for information security management.

GDPR
The European Union's General Data Protection Regulation (GDPR) protects European Union data subjects' fundamental right to privacy and the protection of personal data. It introduces robust requirements that will raise standards for data protection, security, and compliance.

Security

We go to great lengths to protect the data we store for you.

APPLICATION
Our applications are continually monitored and tested for security weaknesses by our Engineering team.

We perform regular and ongoing internal application security assessments to discover and mitigate potential weaknesses based on OWASP rating and methodology. We use automated tools as well as manual testing processes to make sure we are as secure as possible all of the time.

The operating systems and databases running our servers are continually monitored and patched with the latest security fixes by Rackspace. The web framework is continually monitored and patched by our internal development teams.

Security and Privacy

Continued

An independent third party carries out comprehensive Vulnerability Assessment and Penetration Testing (VAPT) of EngagementHQ once a quarter. Results of the latest VAPT are available upon request.

DATA

We have strict data access rules in place with detailed logging to prevent theft and misuse. Access is limited to key personnel involved in maintaining our services and support. Interaction with client data is only at the request of the client.

EngagementHQ provides role-based access controls with unique usernames and one-way password encryption to help clients manage their own logins. SSL certificates and Single Sign On integration are available for further protection.

Data is stored within a mySQL database on AWS RDS with attachments stored within AWS S3. All data stored on AWS RDS is encrypted using AWS provided - AES-256-GCM encryption standards. Amazon RDS has multiple features that enhance reliability for critical production databases, including automated backups, DB snapshots, automatic host replacement, and Multi- AZ deployments.

NETWORK

Our application is hosted on the large, Internet-scale, world-class infrastructure that benefits from the same engineering expertise that has built Amazon into the world's largest online retailer. AWS's networks are multi-homed across a number of providers to achieve Internet access diversity. We utilize the Amazon Virtual Private Cloud (VPC) to create an isolated ecosystem for EngagementHQ.

The AWS network uses proprietary mitigation techniques providing significant protection against traditional security issues such as Distributed Denial of Service (DDoS) Attacks, Man in the Middle (MITM) Attacks, IP Spoofing, Port Scanning, etc.

Additionally, our inbound firewalls are configured to permit only the absolute minimum connectivity required to provide the service to our clients. Any changes to the access rules require authorization.

Privacy

Bang the Table makes no use of the personal information provided by your community. This is your data and we will only access this information to render assistance as part of a support ticket. We log and audit all such access.
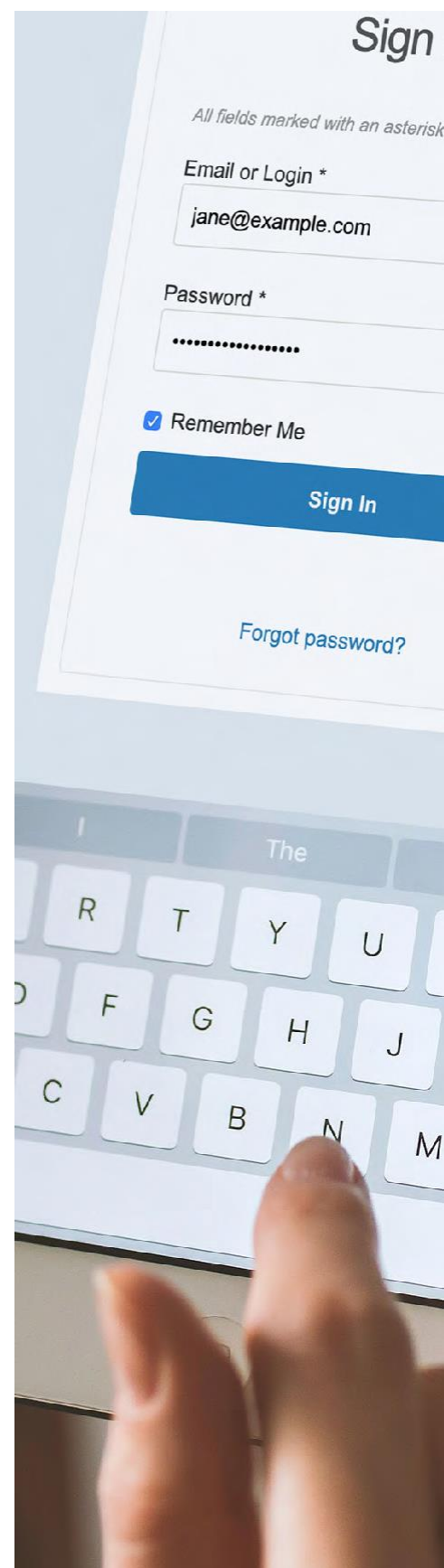
Hosting

INFRASTRUCTURE

Your EngagementHQ site is hosted on Amazon Web Services (AWS) infrastructure within your jurisdiction as below:

COUNTRY	HOSTING LOCATION
Australia	AWS, Asia Pacific (Sydney)
Canada	AWS, Canada (Central)
United Kingdom	AWS, EU (London)
United States of America	AWS, US West (Northern California)

AWS is the leading cloud services provider in the world. Their suite of products and services, security controls, scalability, reliability, astonishing number of datacenters, flexibility and continued innovation make them the absolute best choice for hosting in the cloud.

AWS cloud infrastructure meets the requirements of an extensive list of global security standards, including ISO 27001 and SOC. See the AWS Compliance page at: aws.amazon.com/compliance for more information.

MANAGED SERVICES

We have contracted Rackspace to manage our hosting environment 24x7. They provide us with operational and strategic support to ensure our systems are best-in-class, secure and available at all times.

Like AWS, Rackspace are a global company certified for a wide range of international security standards confirming their operations are safe and trustworthy, see: www.rackspace.com/certifications.

AVAILABILITY AND DISASTER RECOVERY

We guarantee 99.75% availability and our uptimes have historically remained above "three 9s" (99.9%). Our guarantee is backed by our SLAs. Even though we take all conceivable measures to ensure our service to you is uninterrupted, as with life, major events completely beyond our control can interrupt our service. We take nightly backups and have a well-tested recovery plan in place to minimize potential disruption from major events.

Our Disaster Recovery plan is tested annually or when there is a major change in our environment, either to our infrastructure or application. Lessons learned from these tests are incorporated back into the plan.

Accessibility

EngagementHQ is compliant with version 2.1 of the Web Content Accessibility Guidelines (WCAG 2.1) to Level AA standards.

An independent third party carries out a comprehensive Accessibility audit of EngagementHQ once a quarter. Results of the latest audit are available upon request.

While the guidelines set out in WCAG 2.1 recognize that it is not possible to conform for some types of content, we have undertaken a commitment to continually work on this and leverage new technology to further improve accessibility.

We do this by keeping up to date with the latest advances in accessibility techniques and acting on recommendations from the quarterly audits. We also treat any issues identified by clients or participants as a matter of urgency and remain responsive to address the issues.

Device Compatibility

EngagementHQ is designed for small and large screen sizes, providing an accessible and full functionality experience for the community from mobile phones, tablets, and desktop devices. EngagementHQ supports the full range of major browsers including:

- Microsoft Edge and Internet Explorer (IE) 11
- Chrome 40 and above
- Firefox 35 and above
- Safari 7 and above
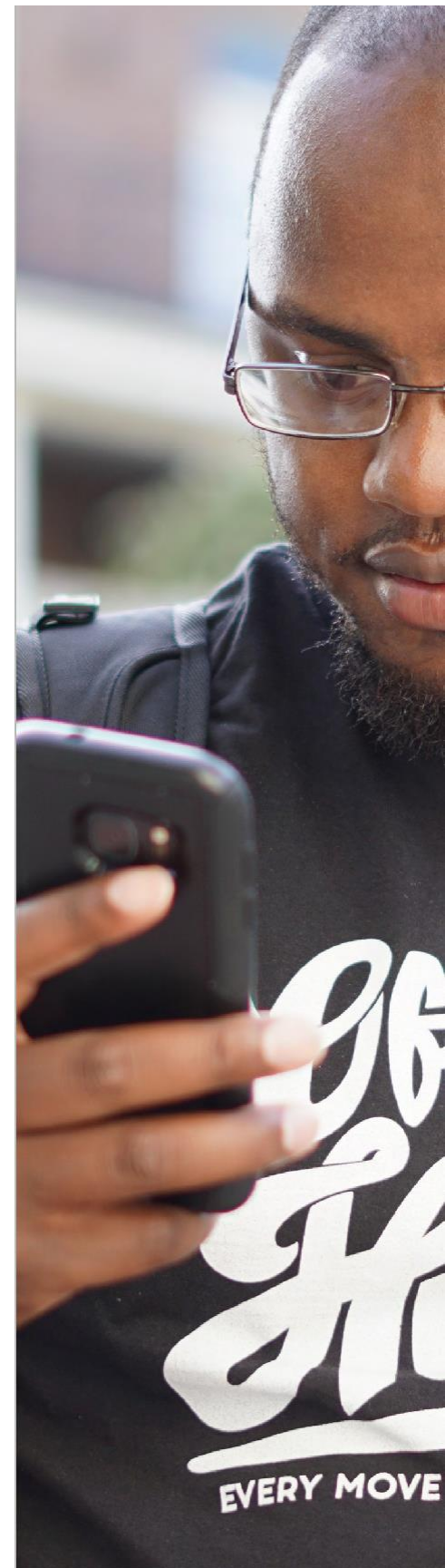
Thank you for
your consideration!

socialpinpoint

Interactive City Website
Smithville, TX

Contact: Mel Helpburn   /   melissa@socialpinpoint.com   /   30 November 2022

To: Andy Esquivel
       Community Engagement Coordinator

Social Pinpoint is pleased to respond to your request for a new website that incorporates cutting-edge community engagement technologies and stakeholder management.

We provide a full-featured Content Management System specifically designed to connect government to its citizens and empower them to actively shape the cities and communities they live in with our all-in-one digital communication and engagement toolbox that supports your team at all stages of the public participation process.

Designed with non-technical users in mind, the intuitive drag-and-drop interface makes it easy to use and easy to train. This will not only ensure take-up within your organization but will also make it a product your staff will love to use.

The Vision
Social Pinpoint will work with the City of Smithville's Engagement Team and Technology Team to build a new website for the City of Smithville that includes the features of a municipal website and an engagement portal together. The new Smithville website will bring several different City-affiliated websites under one unified umbrella, and provide opportunities for growth and innovation going forward. It is built efficiently and goes live on time.

The Public Experience
Smithville residents have a one-stop-shop for all things municipal — whether they're looking for how to rent a library book, searching for what upcoming developments are being reviewed by Planning Commission, or voicing their opinions about where new sidewalks should be added around town.

Residents can sign up on the website to receive regular updates about what's going on with specific projects or various topics of interest. The website easily integrates accessibility features that make the experience for those using screen readers or

magnifiers seamless. The experience is transparent and easy to understand, building trust with each interaction.

The Staff Experience

City of Smithville staff are proud of their new, consolidated website and have easier access to make changes and provide updates. The website provides "bumpers" so that staff always know that the changes they're making to their own project pages are consistent with the rest of the site. Website administrators are well-trained in the easy-to-use interface and deploy advanced team management and permissions structures that make editing and proofing and ensuring quality a breeze.

The new range of engagement tools enables staff to innovate and get creative with how they engage the public, improving morale and building efficiency in public engagement processes. 24/7 independent website moderation means that staff never have to worry about inappropriate comments going live on their forums, and staff are given the data they need to reach out and explain to people why their comments were moderated. Reporting tools in the website's backend make it easy for staff to understand the input collected and help them to quickly close the feedback loop with the public.

Staff also use private project pages to run ongoing public committees, eliminating the need for complicated file sharing with the public, and allowing those committees many different opportunities to engage over an extended period of time in a safe environment. Staff no longer have to provide hard copies of every presentation and worksheet because they're all available indefinitely in the exact same spot for all participants.
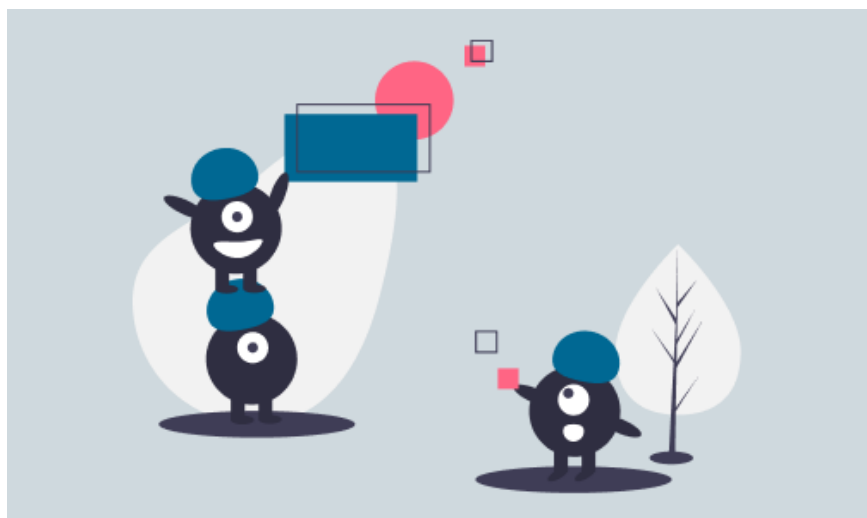
Key Features

PROMPT	RESPONSE
Basic engagement tools such as interactive mapping, surveys, forums, polls, etc.	Yes! Explore our nine engagement tools and over 30 content management tools on our demo page, including interactive mapping, forums, surveys & polls, participatory budgeting, and more.
Ability to manage multiple projects (long and short-term), and provides moderation.	Yes. Our platform is designed to be a one-stop shop for all things public engagement for your municipality. Regardless of project size, duration, or type, you build the project page to reflect your community's and staff's needs for information-sharing and input collecting. The City of Pittsburgh's EngagePGH is a great example of this.
Reporting such as generating customer and stakeholder information, demographics, and analysis of data.	Yes. All data collected is displayed graphically and in table formats in the product's back end. You can view data at a site-wide, topic-specific, or project-specific level.

All public engagement collected can be exported into Excel tables, and all geolocated data (community mapping) can be exported into GIS-compatible file types. We offer assisted analysis on all qualitative comments, which will tell you the sentiment of comments (positive, neutral, or negative), as well as pull our key phrases and named entities for easy searching and tagging.

Stakeholder information is collected and owned exclusively by your organization. Social Pinpoint does not use your participant data. You will choose what demographic information is collected, and the product back-end will auto-generate bar graphs and pie charts to display this information. It can also be downloaded in a table format on demand. |
| Time spent working with City staff in website/public involvement development. | Our web development team is prepared to build a municipal website that includes a public engagement platform for the City of Smithville as described in the cost tables below. In addition to the necessary time to develop this new website, you will be assigned a Customer Success Manager who will be available to Smithville engagement staff as needed for training and engagement consultations as outlined in the cost table. |

The City will provide all content and we will migrate it into the new framework, or Social Pinpoint works will staff to make some recommendations about how the framework should look.	We will work with your staff to build a website and engagement portal that meets the highest standards for design, organization, and consistency. While we will expect that the City of Smithville generates the website's content, we can build content on an as-requested basis and are always available to advise and provide feedback.
Protocol for archiving old projects.	Each client chooses to archive old projects differently. Since Smithville's site will be an engagement portal and municipal website together, we would suggest you develop a standard whereby old projects are clearly indicated as no longer active/collecting input but remain live for information sharing and transparency. Since you collect input directly onto the website, many of our clients leave the results of their engagements live on their site indefinitely so the public can view how a decision was made and updates can be periodically provided by staff.
Integrate 3rd party software like "Message Boards" into the website.	Yes. Our web development team will work with your IT team to ensure necessary 3rd party features are able to be used on the site. A preliminary inspection of phpBB looks to be easy to add to a Social Pinpoint page. We also have a built-in version of this tool that you might consider. We will work with your team to identify additional needs that are currently or would in the future be met with other 3rd party software. In looking at the Smithville City website, there are a few features of note that will need to continue to be provided by third-party software: ● Pay Online: This is currently a third-party plugin on the City website and we recommend it remains as such. ● Calendar: We offer various calendar and event tools, but not an exact version of what you currently have on your existing site. We will discuss your calendar needs with your team and identify an appropriate third-party tool or see if one of our existing tools (such as Events) can meet your needs. Many of our clients use free plug-in calendars, such as Google Calendar, to meet this need. ● Click Fix: This is currently a third-party plugin on the City website and we recommend it remains as such. ● Contact Us: We provide robust email & newsletter features that can replace and add to this element of the City's existing website. Additionally, we offer beautiful content tools to make it easy for the public to see who's working on projects. Our Newsfeed

	tool can also bolster the current Alerts system.
Build/integrate a database pertaining to our Veterans Memorial Park project.	We expect to be able to build this database directly into your new website, though we will further consult with the project manager, Jill Strube, to further our understanding of the project's needs.
Integrate the City Library's site into the City's website (or otherwise suggest how to create consistency across pages).	In looking at this website, it appears that we should be able to add it to your new Social Pinpoint webpage & engagement portal. The site currently shares a lot of information with the public, but many libraries are beginning to think about how they can collect input about what kinds of books people want to read, or what kinds of community programming the library can offer, and these are potentially really exciting ways to use our tools!
Integrate the Cultural District's website into the City's website (or otherwise suggest how to create consistency across pages).	Same as the above answer for the City Library's site. We will work with your communications teams to identify how these bands of information need to speak to each other on a single website and find a way for them to seamlessly exist in the same website space. One example might be to look at our work with the City of Melbourne, Australia where we've created "Neighborhood Portals". Instead of these portals being area-focused, they may be topic focused for Smithville, including a "Library Portal" and a "Cultural District Portal" for example.
Other features of note!	We pride ourselves on our customer support. We're invested in ensuring our clients' projects are successful; therefore, we include unlimited email support in our subscription. We also provide a 24/7 HelpDesk and an ever-growing Learning Center where we publish how-to guides, fixes to common questions, and "Hacks" that showcase creative ways clients have used tools.

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Cost Table

Pricing Overview

1	City Website Build	$13,550.00
2	**Year 1:** Website cost with cloud hosting and data storage for one (1) year, including training sessions for City staff and extended Customer Support services.	$12,450.00
3	**TOTAL COST FOR YEAR 1**	**$26,000.00**
4	**Year 2:** Website cost with cloud hosting and data storage for one (1) year, including training sessions for City staff and extended Customer Support services. *Includes a 5% multi-year discount. ***	$11,827.50
5	**Year 3:** Website cost with cloud hosting and data storage for one (1) year, including training sessions for City staff and extended Customer Support services. *Includes a 10% multi-year discount. ***	$11,205.00
6	**Year 4:** Website cost with cloud hosting and data storage for one (1) year, including training sessions for City staff and extended Customer Support services. *Includes a 15% multi-year discount. ***	$10,582.00
7	**TOTAL COST FOR FOUR-YEAR CONTRACT**	**$59,614.50**

* Multi-year discounts only apply at time of procurement. The annual fee is $12,450.00.

Optional Add-Ons

8	Content Migration Assistance	One-time cost	$5,000.00
9	Multilingual Translation Services	Annual cost	$2,800.00
10	As-needed community engagement consulting	Hourly rate	$150.00
11	As-needed web development services	Hourly rate	$150.00

Fees are provided in USD and are tax exclusive. Prices are valid for 90 days.

Your advanced searchable website & engagement portal will include:

- Unlimited public and private project pages
- All participation tools and premium content tools
- Fully customizable design theme
- Project category and location tagging
- Advanced license management
- Custom user registration and social sign-up
- Page versioning, scheduled publishing, and approvals workflow
- Mailer access, "follower" functionality and email templates
- Domain certificate and complementary SSL certificate
- Full API access
- Unlimited access to the HelpDesk & the Learning Center
- Four (4) progress meetings per year
- Two (2) coaching sessions per year
- Two (2) personalized training sessions per year

Reference

City of Pittsburgh
engage.pittsburghpa.gov

EngagePGH is the leading example of digital engagement by local government in the United States. Launched in 2020 as a response to the pandemic, it has grown from exclusive use by the City's Planning Department to five City Departments, and multiple political offices, and reaches a diverse audience of thousands of registered members.

We have worked with City officials to upskill staff in public engagement and provide support as they build internal capacity to continue growing their use of the platform.
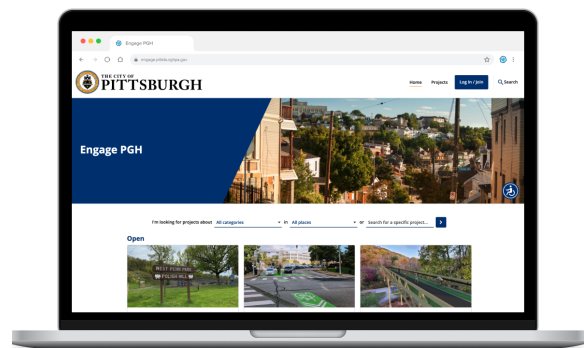
Audrey Wells
Communications Specialist
Department of City Planning

E: audrey.wells@pittsburghpa.gov
T: 412-520-6037

Social Pinpoint Contact

For any questions you may have about this proposal or the product, or to arrange a demo, please contact:

Melissa Hepburn
Digital Engagement Specialist

E: melissa@socialpinpoint.com
M: 214.762.9254
W: socialpinpoint.com

Sophia Robison
Urban Planner

E: sophia@harvestdp.com
M: 919.345.4392
W: harvestdp.com

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Website Proposal For

The City of Smithville, Texas

Revize is a Minority Business Enterprise (MBE)

Prepared by Marcus Smith

Marcus@Revize.com

150 Kirts Blvd. Troy, MI 48084

Ph: 248-928-8049 Fax: 866-346-8880

www.revize.com August 10th, 2022

Pricing good for 30 days.

150 Kirts Blvd. Suite B, Troy, MI 48084

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Dear Andy Esquivel, and the Smithville City Council,

Thank you for considering Revize as your web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. Located in Troy, Michigan we have launched hundreds of government websites nationwide, including nearly 200 right here in Michigan, a myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients in include:

- The City of Lago Vista, TX   www.lagovistatexas.org
- Montgomery County, TX   www.mctx.org
- Clark County, NV   www.clarkcountynv.gov
- The City of St. Petersburg, FL   www.stpete.org
- The City of Cedar Rapids, IA   www.cedar-rapids.org
- And Many More!

In regards to the actual design and build of your new website, and ongoing website hosting and support, Revize has been doing this for over 23 years. **What you need to know is that over the last 6 months there's been an increase of hacking of government agency websites by 394%, especially if they're using what's called free software, open source software like WordPress and Drupal. Revize does not use that technology.** We have a secure, refined content management system developed specifically for non-profit and government class organizations like yourself for use by non-technical individuals to edit

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the website easily. Revize has a full proof, secure hosting environment that so far has been bulletproof against hackers for over 8 years. We have 4 redundant Server Farms across the whole United States and multiple backups of all the information.

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Government clients select Revize because we can help them

- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community's website can serve your residents better, inspire them more, and get them actively involved in your municipal government.

Please contact me if you have any questions at all.

Sincerely,

Marcus Smith II
Account Executive
+1 248-928-8049
Marcus@Revize.com

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Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high-quality online services that your constituents will want to use regularly. In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

Having launched nearly 2,600 government clients nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 23-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as

- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration

- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Track

Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.
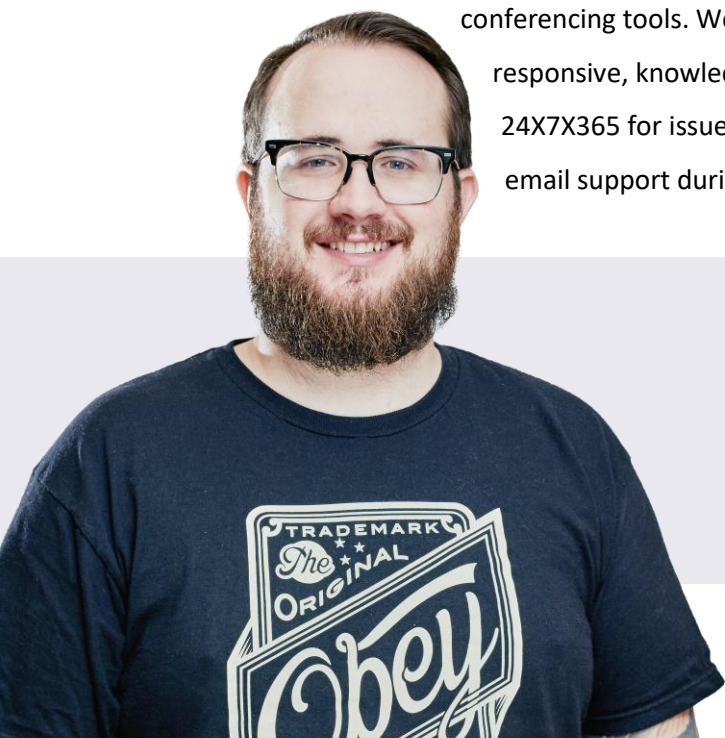
Did you know?

Our technical support staff are trained developers. When you call for tech support, you'll be speaking to staff with direct knowledge of development!

Company Profile

FOUNDED	HEADQUARTERS 150	PHONE	WEB SITE
1995	Kirts Blvd., Suite B, Troy, MI 48084	248-269-9263	www.revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 2,600 clients in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

"The empowerment of people through simplified information management technologies."

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform.

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Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

"We are proud of our award winning web designs, technologies, continued innovations to build government centric modules and apps, web content management, training and support capabilities. We are especially proud of being recognized as one of the industry's top government website experts and innovators. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients."

Did you know?

Revize has won national awards for our websites!

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Government Project Experience

The City of Hempstead, Texas

www.hempsteadcitytx.com
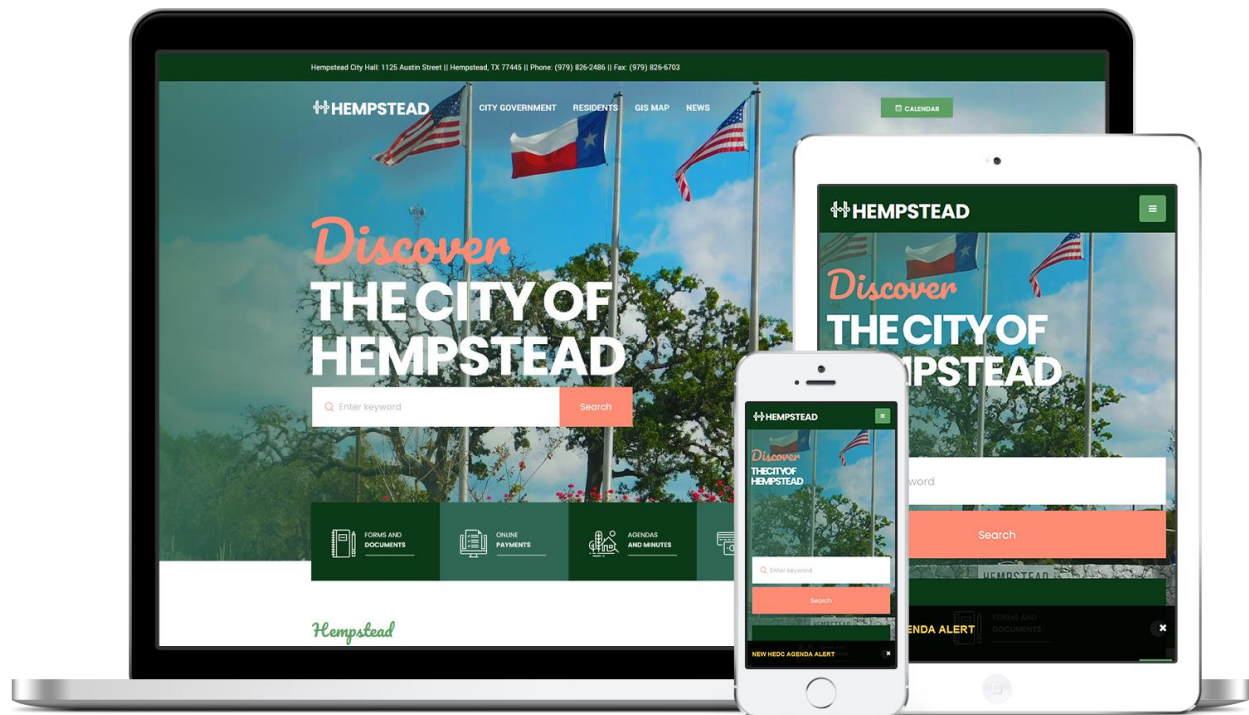
Details:

The City of Hempstead has a population of 5,430 residents. They wanted an affordable website that would give daily information, in an easy to reach manner, for its residents. The City has many departments with varying levels of needs on the website. The success of any municipal website relies on balancing these departmental needs, whilst showcasing a unified vision. In this website, we did just that. While respecting the City's history, we also designed the site to towards innovation. Users will notice that they can easily find the most important online services without having to search through line after line of text. This website is the perfect mix of functionality and design!

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Colorado City, Texas

www.coloradocitytexas.org
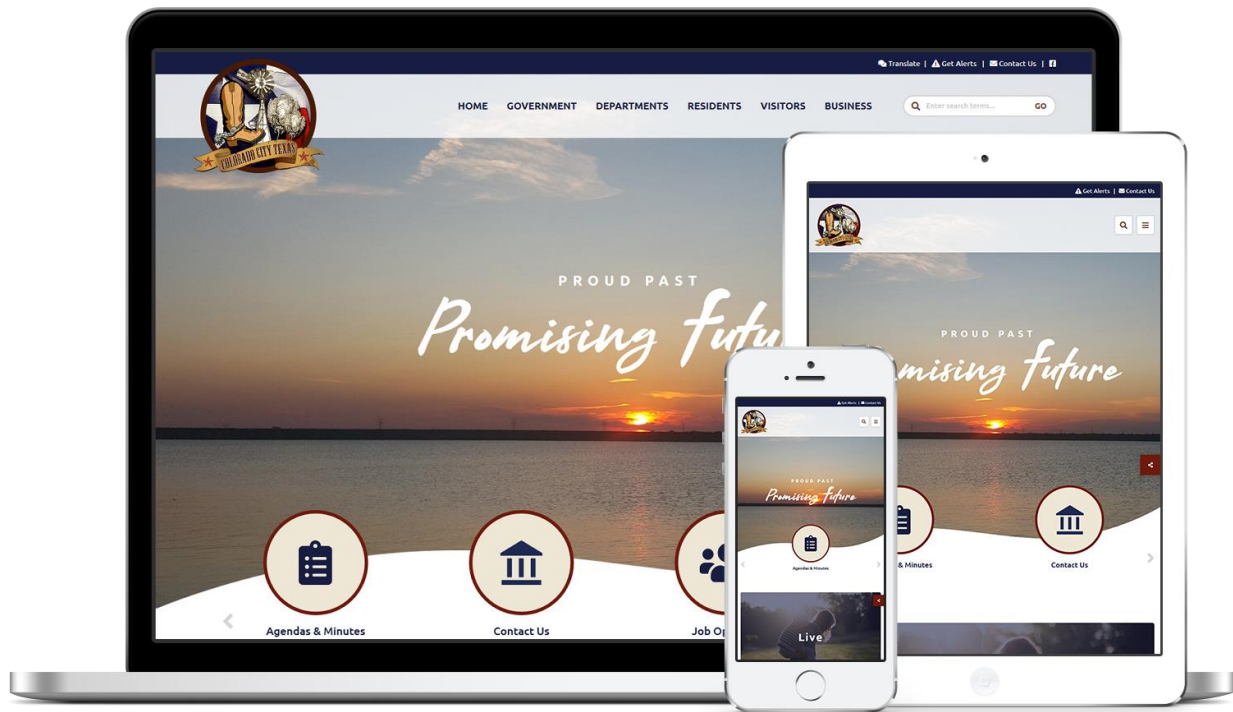
Details:

Colorado City (3,990 population) wanted a new website design that showed off a new residential look and feel of what it is like to live in their fine community. This website was recently redesigned in 2021 to highlight all of what Colorado City has to offer. The design does not overburden the user with too much content. It separates that content into different focus areas. This lets the residents get information in a way that is much more of an experience. The straightforward news and events feature images that promote click-through. With the Revize CMS this City is able to quickly and easily update the website in just a few clicks!

The City of Wylie, Texas

www.wylietexas.com

Responsive Web Design – TAMIO Award Winner

Details: City website designed to make you feel like you are in this charming community. The website not only functions as a community engagement center but has special SEO attraction for tourism interests with easy navigation!

Features: Members Center, Event Calendar, Document Center, Quick Links and Online Bill Payment

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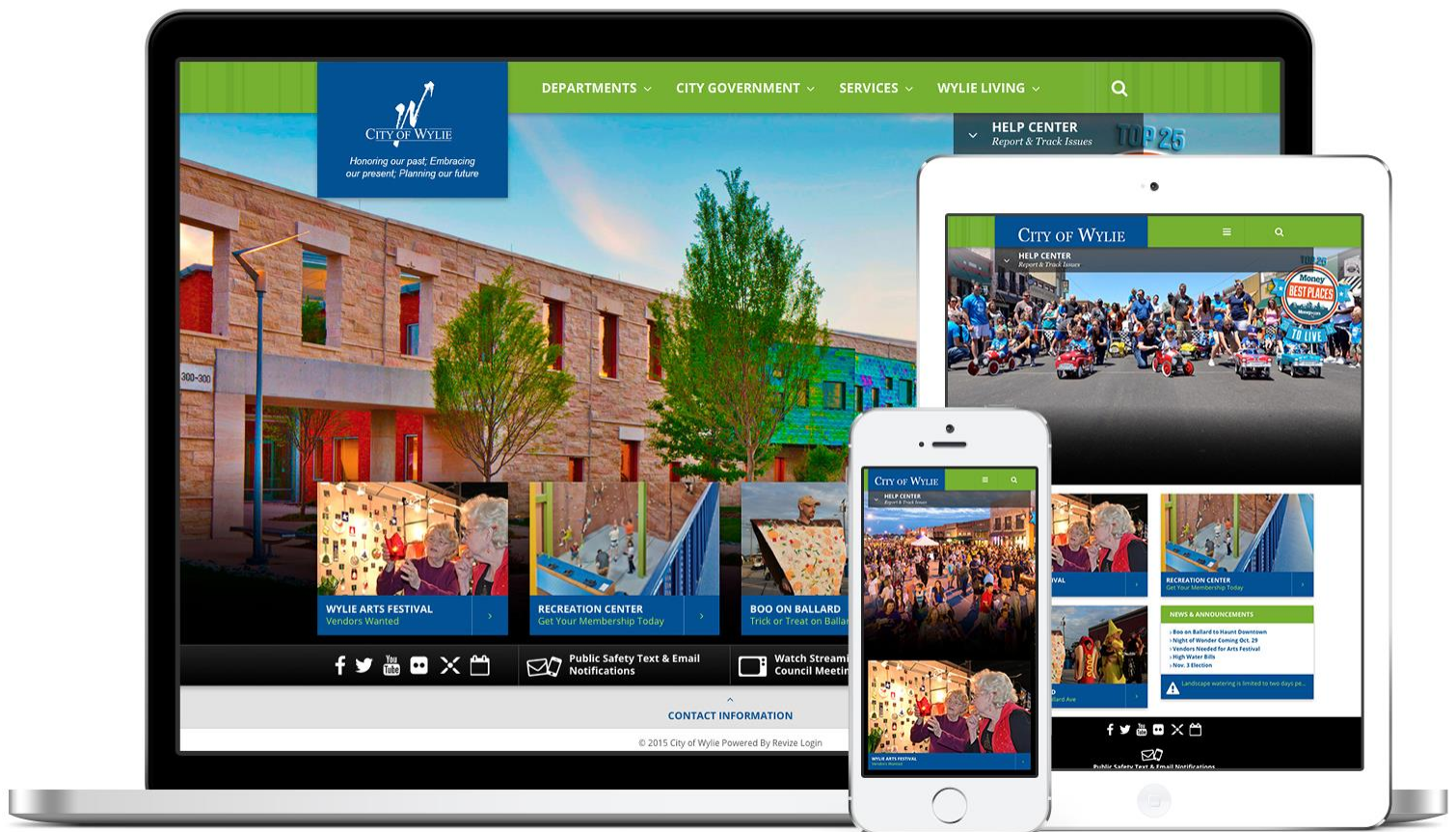
Van Buren Township, Michigan

www.vanburen-mi.org

Details:

Van Buren Township received about 8 proposals from their website RFP and chose Revize. Van Buren Township is located right by Willow Run Airport, famous for the the Ford factory next to it building and launching the B-52 bombers for World War 2. Van Buren Township is investing money into increase economic development with airport businesses. It will become a new hub for fixing and repairing and rebuilding Airline fleet aircraft.

Van Buren Township is family friendly township with something to offer everyone. We wanted to make sure their new design was something special for their residents to use on a daily basis. We had a design discovery meeting going over the designs they felt would show off their municipality in the best light. We used our Resident Usability study results to lay out the Home page where a resident can get anywhere on the website in one click in a majority of all cases. Their staff was with us every step of the way. Inner pages are flexible to allow departments to have dedicated pages with a cohesive feel across all pages. This website is an elite representation of the power and beauty of the Revize process.

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The Village of Glencoe, Illinois

www.villageofglencoe.org

Details:

The Village of Glencoe is beautiful community on the shores of Lake Michigan just north of Chicago. This website brings together an amazing design with a full suite of web apps to engage Village residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. The Revize Public Service Request App, Village Manager's Blog, fillable online form database, and a high traffic featured news and headlines area round out this website!

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The City of St. Petersburg, Florida

www.stpete.org
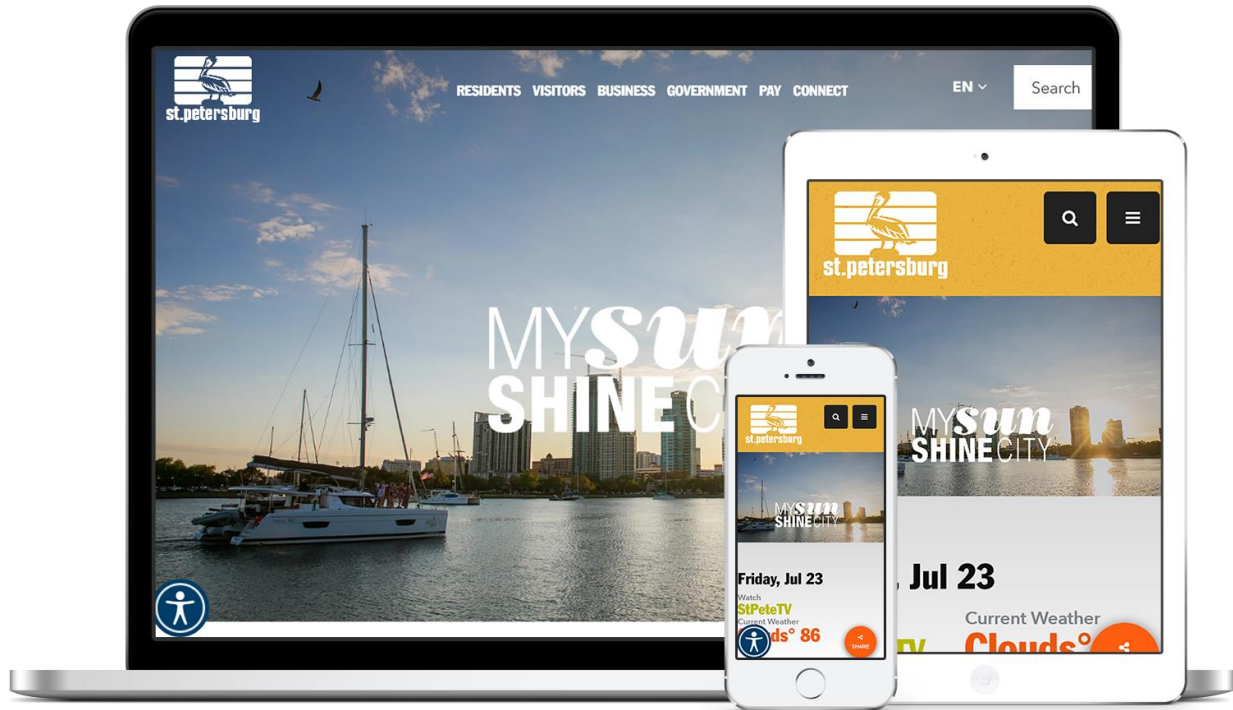
Details:

St. Petersburg is an iconic City in Florida with something to offer everyone. We wanted to make sure their new design was something special for their residents to use on a daily basis. The home page is laid out to be a Resident Dashboard, so with a quick glance, and minimal reading, they can get their daily government information quickly.

We had a design discovery meeting going over the designs they felt would show off their municipality in the best light. We used our Resident Usability Study results to lay out the home page. Now a resident can get anywhere on the website in one click in a majority of all cases. Their staff was with us every step of the way. Inner pages are flexible to allow departments to have dedicated pages with a cohesive feel across all pages. This website is an elite representation of the power and beauty of the Revize process.

City of Des Moines, Iowa

www.dsm.city
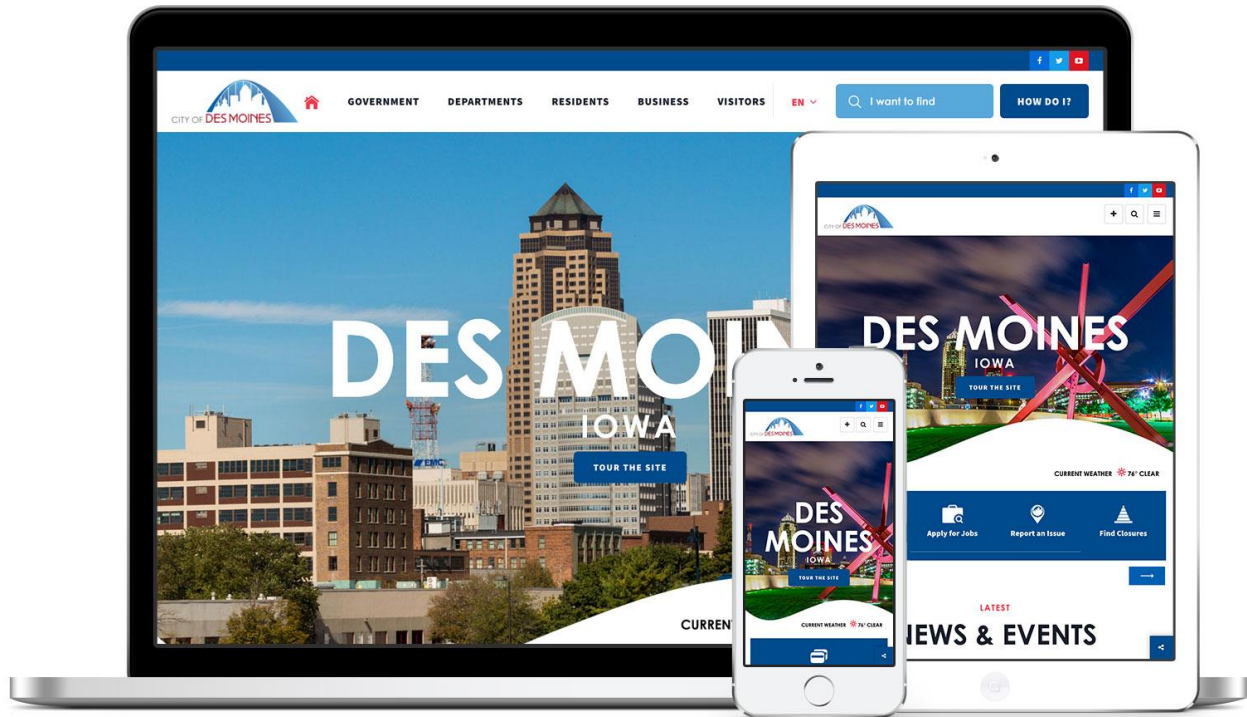
Details:

The City of Des Moines, Iowa came to Revize for a website that was completely different. Coming from an internally developed site, they wanted to work with a vendor that could lead them to a new way of interacting with their users. Page layouts were created to allow unique interaction with the City. This included board listings, Q&As, interactive park directories, plain language, and a resident focused navigation. We also incorporated some of their internal databases and features that had been built internally. This site improves the online experience for residents, business owners, and visitors!

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Government Account References

Client: City of Wylie, TX
Craig Kelly, Public Information Officer
Office: (972) 516-6016
Email: craig.kelly@wylietexas.gov
Website: www.ci.wylie.tx.us

Client: City of Lufkin, TX
Jessica Pebsworth, Public Relations Specialist
Phone: (936) 633-0321
Email: jpebsworth@cityoflufkin.com
Website: www.cityoflufkin.com

Client: City of Belton, TX
Paul Romer, PIO
Phone: (254) 933-5889
Email: promer@beltontexas.gov
Website: www.beltontexas.gov

Client: Bell County, TX
Adam Ward, Director of Technology Services
Office: (254) 933-5285
Email: adam.ward@co.bell.tx.us
Website: www.bellcountytx.com

Client: Van Buren Township, MI
Dan Selman, Township Supervisor's Executive Assistant
Phone: 734-699-8900
Email: Dselman@vanburen-mi.org
Website: www.vanburen-mi.org

Client: City of Shavano Park, TX
Curtis Leeth, Assistant City Manager/IS Director
Office: 210-493-3478
Email: cleeth@shavanopark.org
Website: www.shavanopark.org

Revize Organization Chart
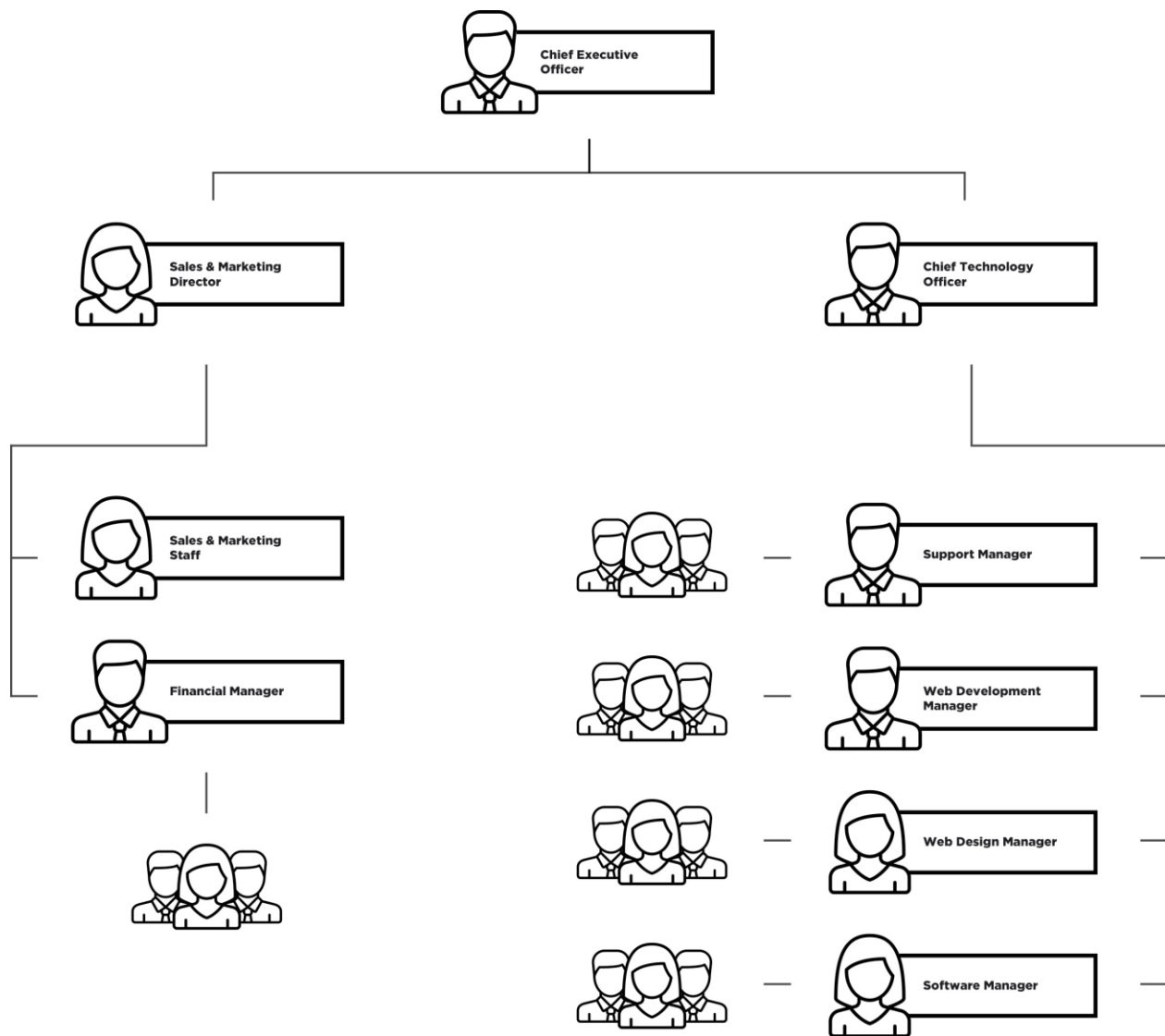
Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 23 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

We Will Build a Government Communication Center that Works for Your Community!

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

"We Build Superior Technology into Every Website with CMS Performance & Reliability That's Second to None."

What sets Revize apart from other companies? Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most

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reliable website solutions in the industry today. By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

"We Always Provide Knowledgeable, Friendly and Responsive Service!"

All this, and a reliable IT partner too! Our website development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. The Client Owns the CMS License and the Code!

We often hear the question: "What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?" The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.

Top Ten Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps

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- On-time delivery
- Competitive pricing
- Responsible stewardship of the organization's stakeholders
- Full functionality to update and manage your website
- All the tools/apps needed to increase communications with citizens
- An easy CMS to train employees quickly
- Extended phone and email support
- Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you.
- Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

"The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website's progressive look captures the vibrant culture of our community.

— Craig Kelly, Public Information Officer, City of Wylie, TX
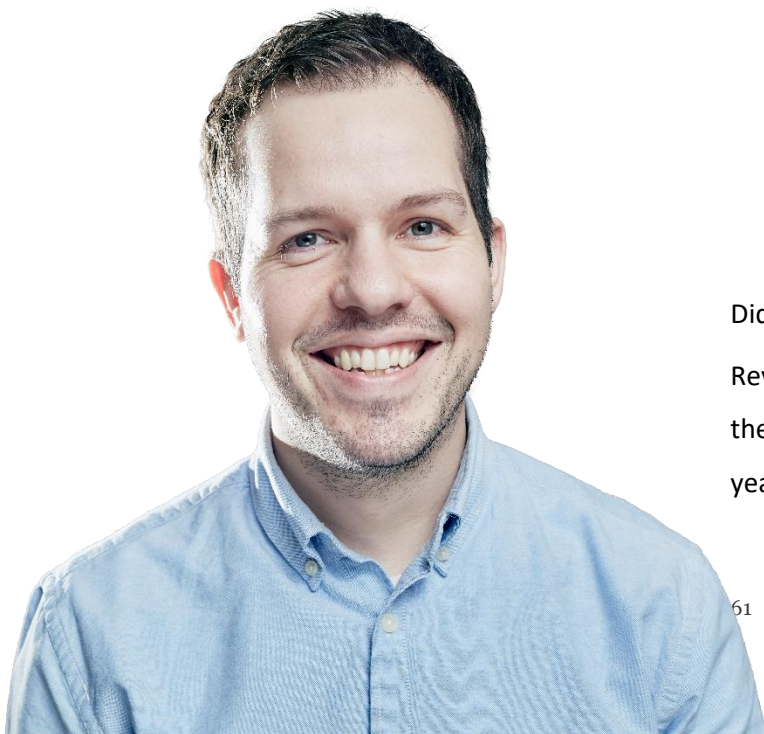
Did you know?

Revize CMS is one of the most advanced CMS in the government web design industry with over 15 years of development.

Awards & Accolades

We were thrilled with the outcome of our website redesign project. The Revize team was professional and responsive throughout the process.

The Revize Solution

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We don't use a "one size fits all" approach because it doesn't make sense.

However we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

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24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

"We guarantee the best support in the industry that's 24/7 365 by the trained developers & technicians"

Did you know?

Revize will provide a project portal that allows you to check in on the status of your project at any time!

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Timeline

Project Timeline		
Phase	**When**	**Duration**
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 3	3 Weeks
Phase 2: Discovery & Design	Weeks 4 thru 8	5 Weeks
Phase 3: Template Development, CMS Integration	Weeks 9 thru 11	3 Weeks
Phase 4: Module Setup	Weeks 12 thru 14	3 Weeks
Phase 5: Custom Development	Weeks 15 thru 16	2 Weeks
Phase 6: Quality Assurance Testing	Week 17	1 Weeks
Phase 7: Sitemap Development / Content Migration	Weeks 18 thru 20	3 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 21	1 Weeks
Go-Live (Average)		17-21 Weeks

Did you know?

The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires.

Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, establish a timeline, and devise a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of the new site, any new content that needs to be written and how to fit the existing content into the new site, Additionally, as an optional item, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval.

Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site? etc..

Phase 2: Discovery & Design

If there is client approval, we will collect feedback from the residents on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you might be using to stay in touch with your residents. Usually there is a 1- to 2-week survey period.

Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed and applying our 23+ years of web design and development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award winning design!

Revize Design Principles

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization and provides access control mechanisms as required.

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Of course, color cannot be overlooked. Our designers first take the client's preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors. We then use variants and hues to create visual appeal, contrast, eye-catching allure and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

Revize Design Trends

There are some exciting new design trends, and Revize is always on the cutting edge, implementing the best of these innovations in our websites. We are especially pleased at how effectively they are proving to be in increasing engagement in government websites.

#1 Responsive Web Design – The most important development in website design in years, Responsive Web Design (RWD) automatically conforms and optimizes websites for any screen size. With the substantial increase in smartphone and tablet users today, people are going online using a vast number of devices with wildly different screen sizes. Our websites offer this very important feature of easily and cleanly conforming to computer, tablet and mobile device screens.

#2 Liquified Content – This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your community's content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and, therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

#3 Image Tiles – This is a trend that enables developers to display content in a pin board style of display. Revize now offers this feature, which creates a very visually appealing display of content, such as pictures or social streams. Image tiles also help promote engagement by encouraging site visitors to comment or reply to items from directly within the image tile. This is an especially useful option for web pages promoting tourism.

#4 Parallax Scrolling – This is a highly advanced, innovative design technique for sophisticated websites. Parallax Scrolling allows Revize to build websites in multiple layers, with content that moves across the screen at different speeds as visitors scroll. This unique design technique is very visually engaging and can help improve time-on-site metrics.

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#5 Innovative Typography – This plays a very important role in website design, image and branding, and is especially important for maximizing the look and feel of the website when accessing it from mobile devices. Our designers are experts in effective typography and take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

#6 Social Feeds – With the proven ability to strengthen and deepen interpersonal connections, social networks present a wonderful opportunity for government organizations to increase community engagement and make governments more accessible to the people they serve. One method already mentioned for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest. Revize offers a comprehensive line of popular social media applications and networking.

"Over the past 23 years, Revize has mastered the art of designing government websites."

Key Phase Objectives & Deliverables:

The following steps are followed while designing new sites

- Establish Needs and Creative Direction: Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of your area, which will inspire ideas for the overall design direction of the website.

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- Main Menu Navigation & Home Page Wireframes: Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.

- Page Layout and module placement: We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

Please Note: The home page "wireframe" will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase. Please see a sample wireframe to concept development snapshot in the next page.

Did you know?

Revize will provide a 100% from scratch design with a satisfaction guarantee!

Wire Frame to Concept

- Design Deliverable: The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.

- Final Home Page Sign Off: When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.

- Final Inner Page Sign Off: When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.
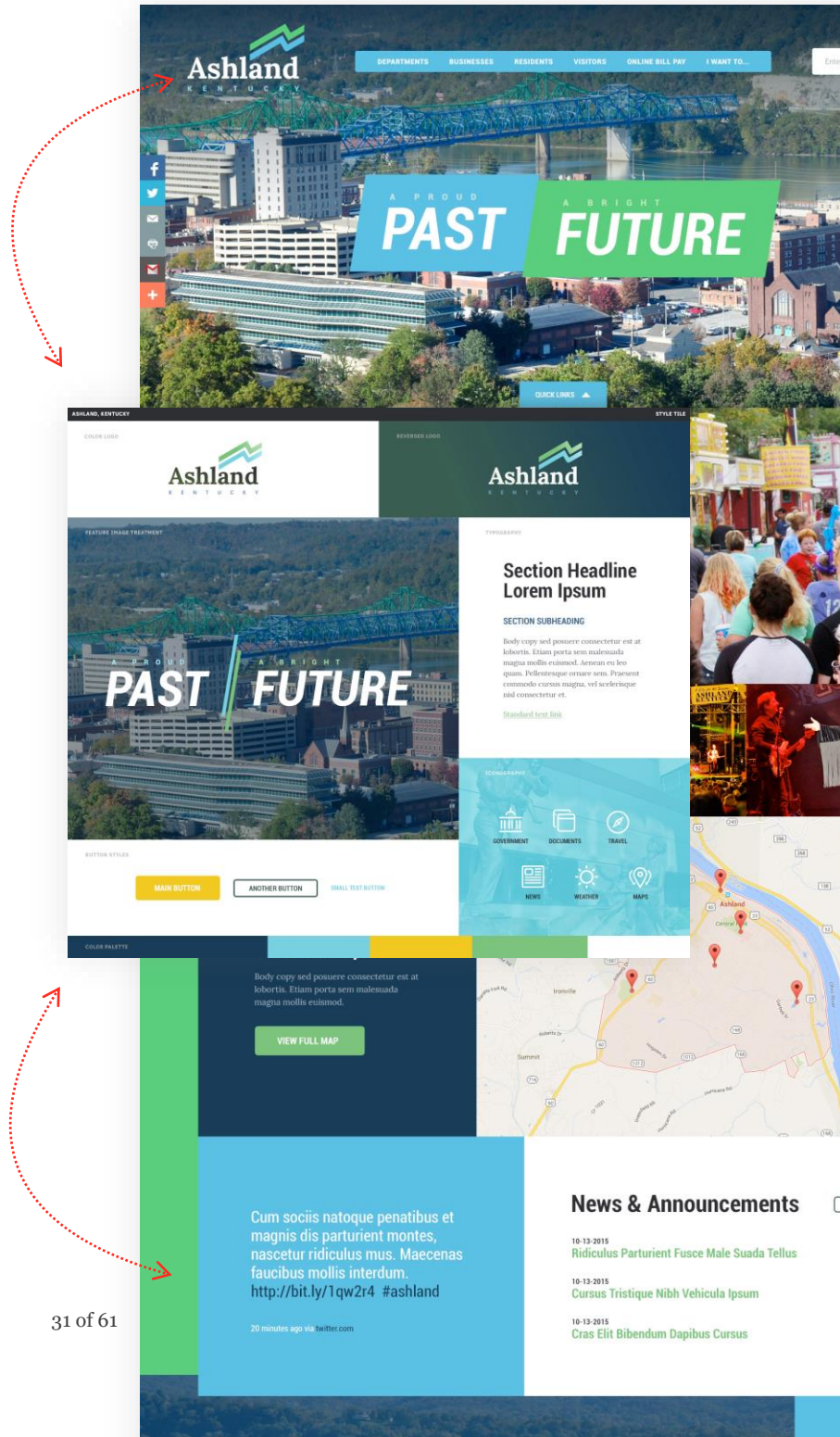
Phase 3: Template Development, CMS Integration

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

Phase 4: CMS Modules Setup

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

Phase 5: Custom Functionality Development

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap phases 2 – 4.

Phase 6: Quality Assurance Testing

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.

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Phase 7: Content Development / Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.

There are no limits to the number of pages you can create after you have gone through training.

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

Phase 8: Training Your Staff (in-person or web based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however, we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website. After training, our friendly and responsive support staff is always here to answer questions and provide training refreshers as needed.

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Standard Training Agendas

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Training on use of specific Modules included, such as

- Emergency Notification Center
- Public Service Request App
- Web Calendar
- E-Notify
- Quick Links
- Document Center

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- Form Center
- News Center
- Frequently Asked Questions
- Request Center
- Bid Posting Center
- Job Posting Application
- RSS
- And more….

Revize Maintenance Covers

- 4 CMS upgrades per year
- Software and modules upgrades (Automatic Install)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage

Did you know?

Revize has launched thousands of municipal and county websites large and small!

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Hosting Service

Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for it's LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web sites and web applications on redundant (3 TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance and reliability. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy/security. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to several hours or days time frame our competitors offer).

"Revize can provide clients with unlimited data storage server space for each website."

Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. We make it all very simple. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.

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Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL Certificate we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatible with the Revize CMS. It can be set up in a variety of configurations. As part of the process we will work with you to determine which configuration will best meet your needs.

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
  - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers

Did you know?

Revize will host your website and CMS in at least two completely separate geographic locations!

Maximum Response Times

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Revize Support

- 7 a.m. – 7 p.m. EST Phone Support (Monday thru Friday)
- 24/7/365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter module support
- Automatic upgrades of CMS Modules such as Calendar, Document Center, etc…

Software Maintenance

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

"As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge."

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Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Revize Intelligent Publishing WCM
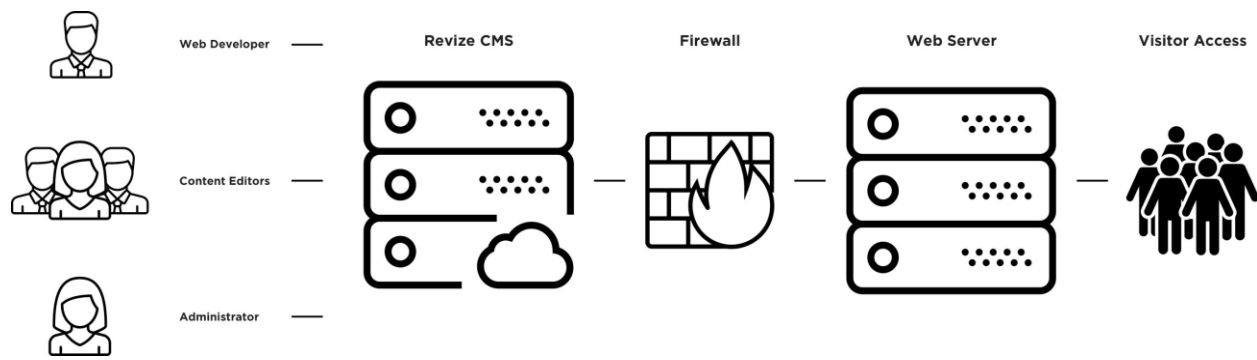
"Security, Performance, Redundancy"
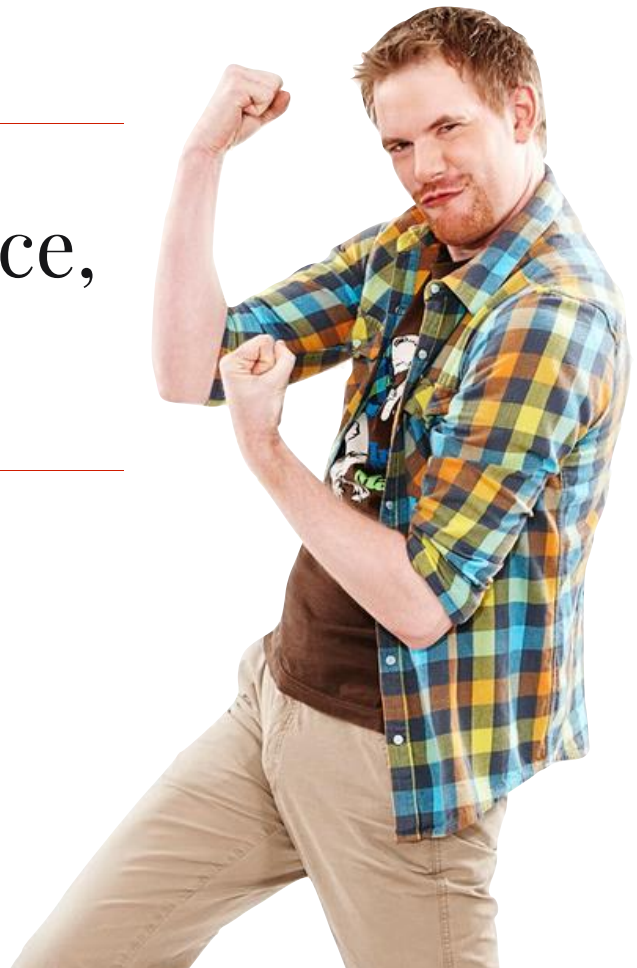
Revize Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

Thomas Jean

Project Manager

As a project manager, Thomas has brought to Revize a very special skill set. Not only does he manage some of our highest priority projects, he is also a subject matter specialist when it comes to the inner workings of government. As an elected Township Trustee in a Michigan Township, he knows the advantages that come with modernizing the way government does business. Additionally, he serves as President of a registered 501c3 non-profit organization, Genesee Forward, that promotes community development. With his unique background and education from one of the nation's top universities, Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- Philosophy: Learn as much as possible about our clients and use that knowledge to help build an amazing website.
- Education: BA degree in Political Science from University of Michigan;
- Expertise: Government procedure, special projects, public affairs, community development.
- Role on your website project: Project Manager

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 400 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- Philosophy: "Put yourself in the client's shoes and do what is best for them."

- Education: BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.

- Expertise: 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.

- Role on your website project: Supervisor of account management between client and project team.

Ray Akshaya

Technical Director

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- Philosophy: "Work Hard, Help People and Live Honest."

- Education: MS in Engineering Science, Louisiana State University, Baton Rouge

- Expertise: Client Management, Project Management, Technology Development for CMS & Web Apps

- Role on your website project: Technical Director

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Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 360+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- Philosophy: "Empathy, Focus, and… Impute"

- Expertise: Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.

- Role on your website project: Graphic design of website and backup support.

Derek Ortiz

Manager - Website Development /Front End Application Design

Derek is and manages the senior front-end developer and designer team with Revize with more than 10 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent website development work.

- Philosophy: Design and development are constantly evolving, and learning new methods and practices gives me a "geeky" excitement. What I truly enjoy most is that I can create what is considered to be art, but at the same time serves a very functional purpose through website programming.
  Expertise: Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.

- Role on your website project: Web development of website templates and backup support.

Denise Brazier

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

- Philosophy: "Always explain things in the terms of your audience to ensure their understanding"
- Education & Training: MS in the Art of Education from Marygrove College. Certification in Secondary Education
- Expertise: Training, education, teaching, public affairs and project management.
- Role on your website project: Trainer for the Content Management toolset and project manager

Did you know?

Revize will put together a project team based on the unique needs of your project!

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Revize Government CMS User Interface

1. Revize CMS User Interface Home Page
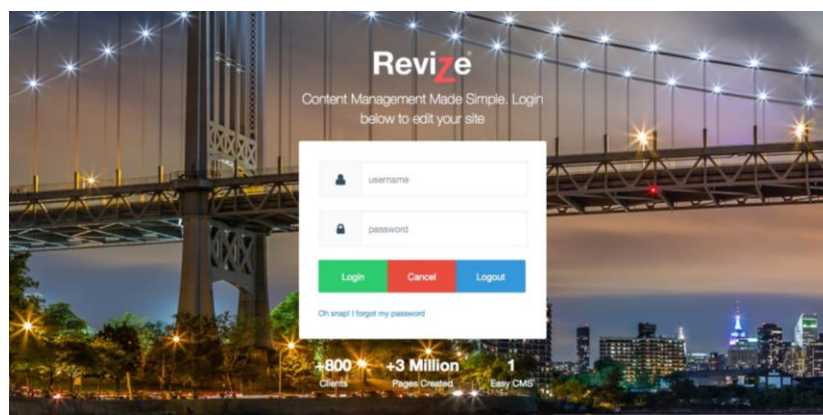
2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

3. Edit buttons appear on the page after the Login executes. Based on users roles/permissions, the

appropriate buttons are displayed.

The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a "Word Like" editor.
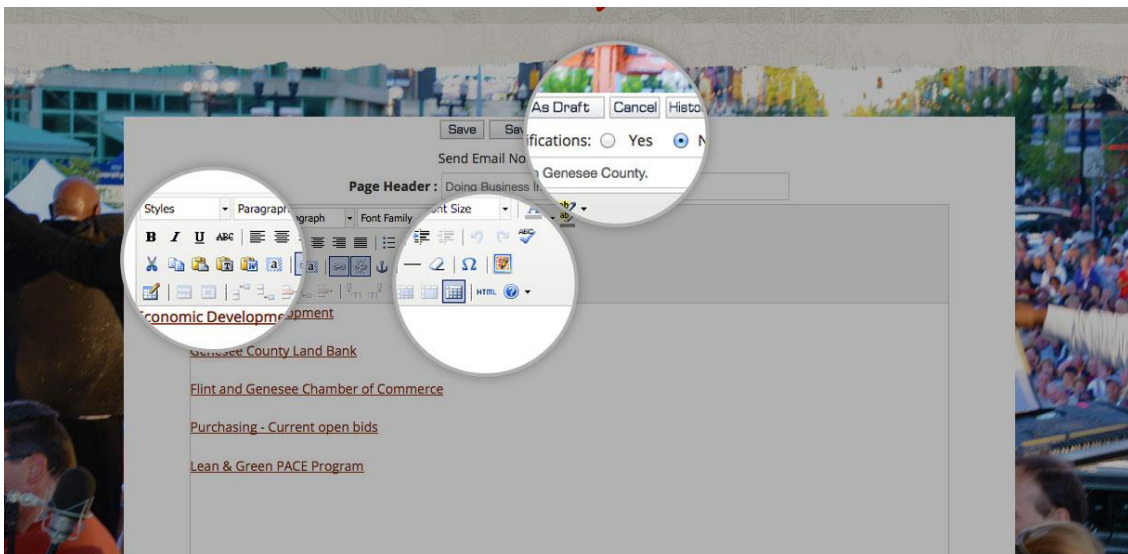
After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.

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Revize Quote – Option 1

Revize Custom Design

Phase 1: Project Planning and Analysis, SOW	$100
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page template and inner page design and layout, includes Responsive Web Design for great viewing on any size handheld internet viewing device complete with pictures and no need to zoom in on the text!	$2,000
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	$2,600
Phase 5: QA Testing	$300
Phase 6: Site map development/content migration from old website into new website including spell checking and style corrections – up to 180 webpages and 630 documents (approximate number on your website today). To help remove stale content, Revize will not me moving over old news, event, or calendar items.	$2,000
Phase 7: Content editing and site administration training (one day session via web conference)	$1,000
Phase 8: Go live!	Included
Annual Maintenance Fee which includes unlimited tech support, CMS software updates (up to 3 users), security software updates, SSL security certificate, and website health checks. Website hosting Included free of charge (10 GB storage space, 100GB monthly bandwidth limit) with paid annual fee:	$2,000
Grand Total (1st year) Second year and onward investment	$10,000 $2,000/year

> Revize provides a free website design refresh after four years of service, if the client chooses to sign a locked-in rate contract for five years. This includes a lifetime warranty.

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The Following Applications & Features will be integrated into Your Website Project

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for governments. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

Citizen's Communication Center Apps

- Home Page Alert
- Document Center with Keyword Search
- FAQs with Keyword Search
- Staff Directory with Keyword Search
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Online Web Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar – Unlimited - with Keyword Search
- Sliding Feature Bar
- Language Translator

Citizen's Engagement CENTER Apps

- Citizen Request Center with Captcha
- RSS Feed

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Staff Directory with Keyword Search
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics via Google Analytics

Mobile Device and Accessibility Features

- ADA compliant – WCAG 2.1 AA
- ADA Accessibility Widget
- Responsive Website Design (RWD) – for great viewing on any screen especially mobile devices.

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Revize Quote - Option 2

Revize Ready-To-Go Design – 5 to 6 Week Delivery

Revize WEBGEN "Ready to Use" Website Design – includes Color Scheme and Banner customization, Revize CMS integration, and Content Editor training, onetime fee	$1,500
Content migration from old website into new website – up to 180 web pages and 630 documents	$2,000
Revize CMS Annual Software Subscription (1 Users), Tech Support, Software Updates, and Website Hosting up to 5GB storage, 30GB monthly bandwidth limit – annual fee	$1,800
Grand Total (1st year) Second year and onwards investment	**$5,300** $1,800/year

Website delivery: approximately 5-6 weeks

✓ Revize WEBGEN "Ready to Use" Website Design – pick from one of five designs, starting on page 51. Revize will change the color scheme, add your logo, and upload your pictures. No design layout changes allowed. Each design includes Response Website Design programming for great viewing on any size mobile phone screen without having to zoom in on the text!
Takes approximately 4 - 6 weeks.

✓ Revize Web Calendar Module, Document Center, and other modules as indicated on the next page

✓ Additional content migration, if requested, is available for $3 per webpage and document.

✓ Instructor Led Training – Revize content editing and administrative training, one session up to 3 hours for up to 2 people via web conference and phone

✓ Technical Support, Product Upgrades, Website Hosting

✓ Four-year agreement

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Following Applications & Features will be integrated into Your Website Project

Revize provides applications and features specifically designed for government. The applications and

features are categorized into:

- ▸ Citizen's Communication Center Apps
- ▸ Citizen's Engagement Center Apps
- ▸ Staff Productivity Apps
- ▸ Site Administration and Security Features
- ▸ Mobile Device and Accessibility Features

CITIZEN'S COMMUNCIATION CENTER APPS:

- ✓ Home Page Alert
- ✓ Document Center
- ✓ News Center
- ✓ Photo Gallery/YouTube Video Upload
- ✓ Quick Link Buttons
- ✓ Revize Web Calendar – Unlimited Calendars

CITIZEN'S ENGAGEMENT CENTER APPS:

- ✓ Online Bill Pay via Revize Partner

STAFF PRODUCTIVITY APPS:

- ✓ Vendor Registration/Management System via Vendor Registry
- ✓ Image Manager
- ✓ Link Checker
- ✓ Menu Manager
- ✓ Website Content Archiving

SITE ADMIN & SECURITY APPS

- ✓ Audit Trail
- ✓ History Log
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ Unique Login/Password for each Content Editor

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ✓ ADA compliant – WCAG 2.1 AA

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✓ Responsive Website Design (RWD) – for great viewing on any screen especially mobile devices.

Revize WEBGEN "Ready-to-Use" Website Designs:
Peak Town Design
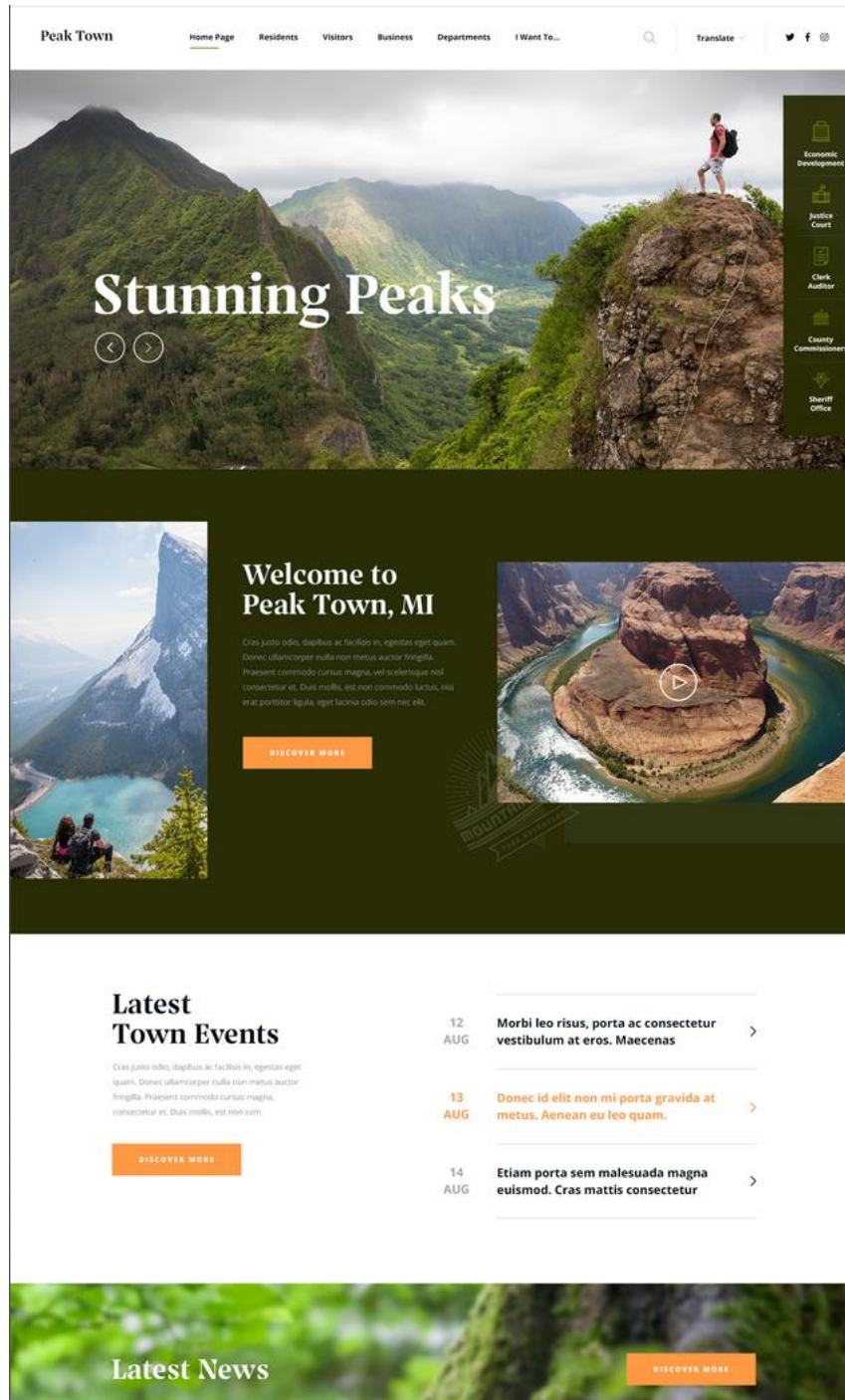
Town of Rockville Design
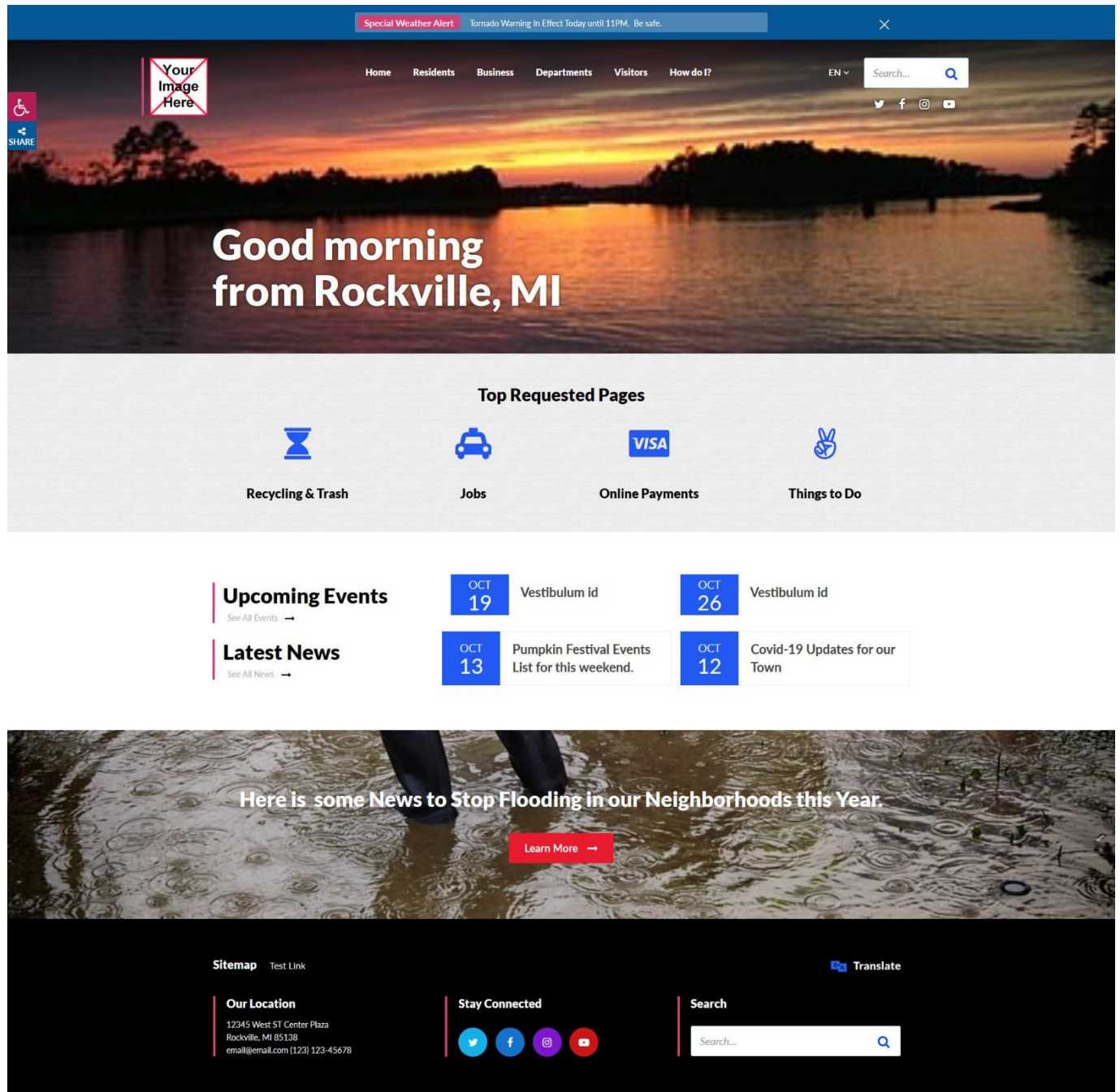
Town of Homesome Design
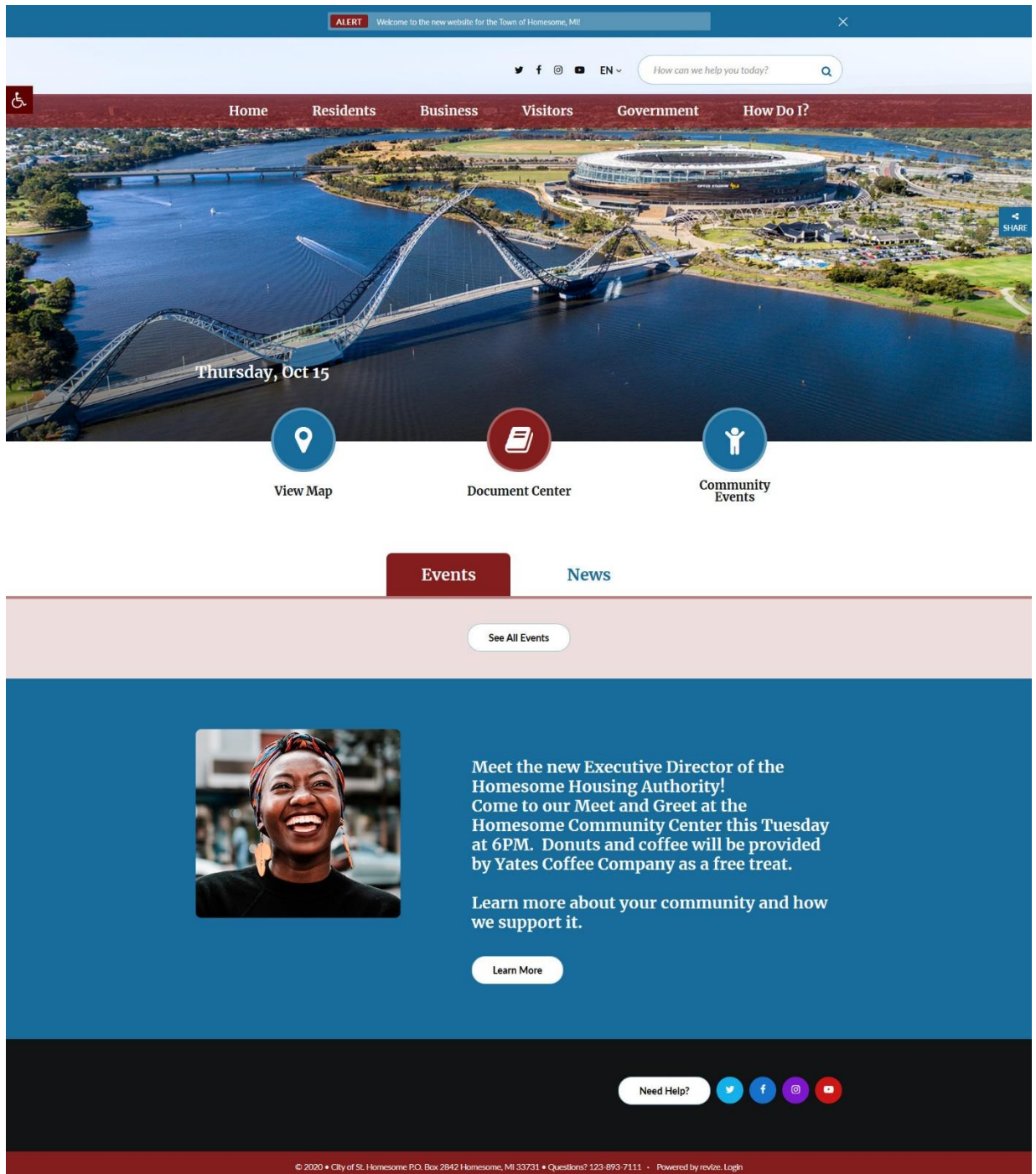
City of Thomas Design
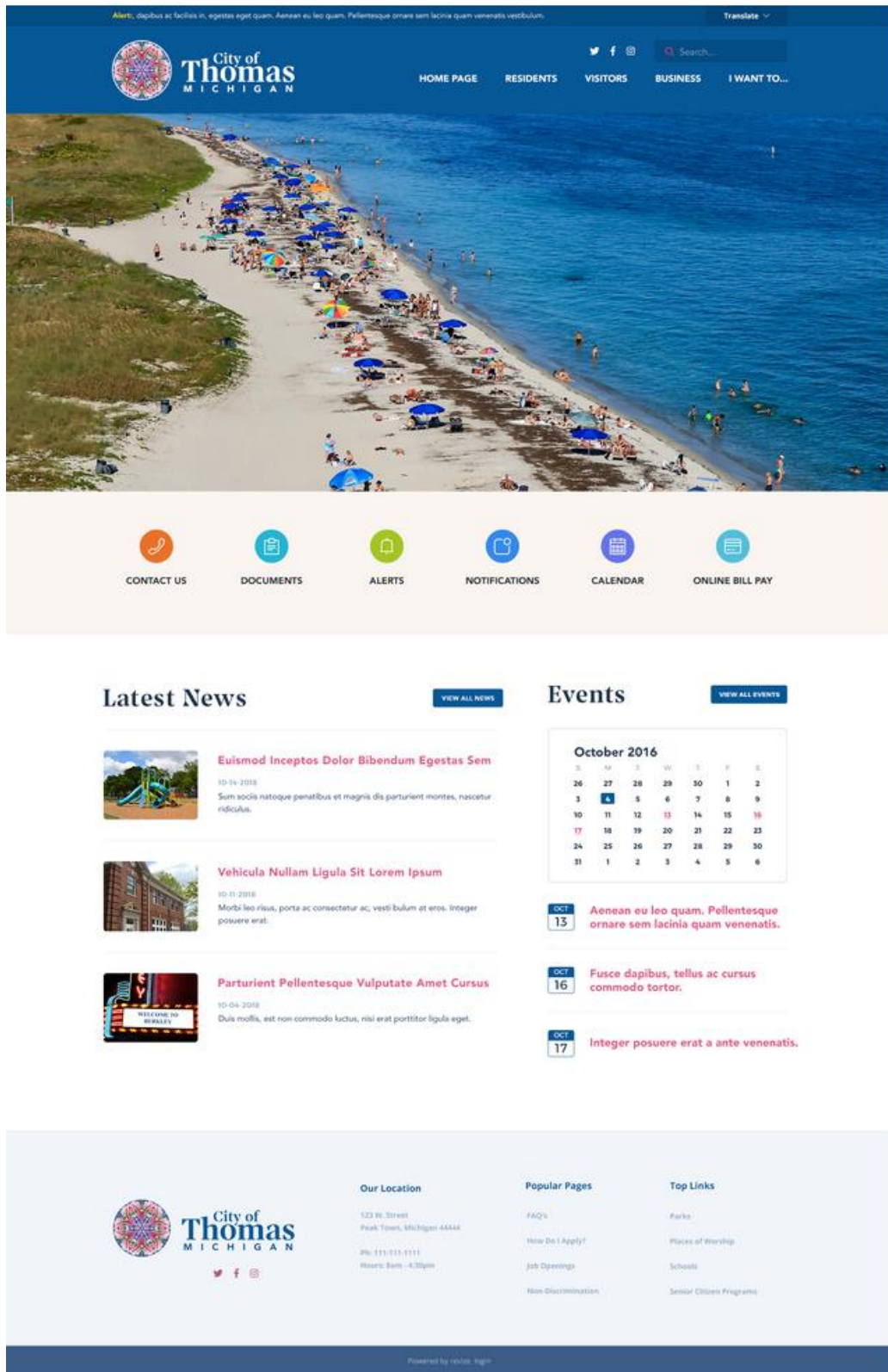
Rugged Beauty Design
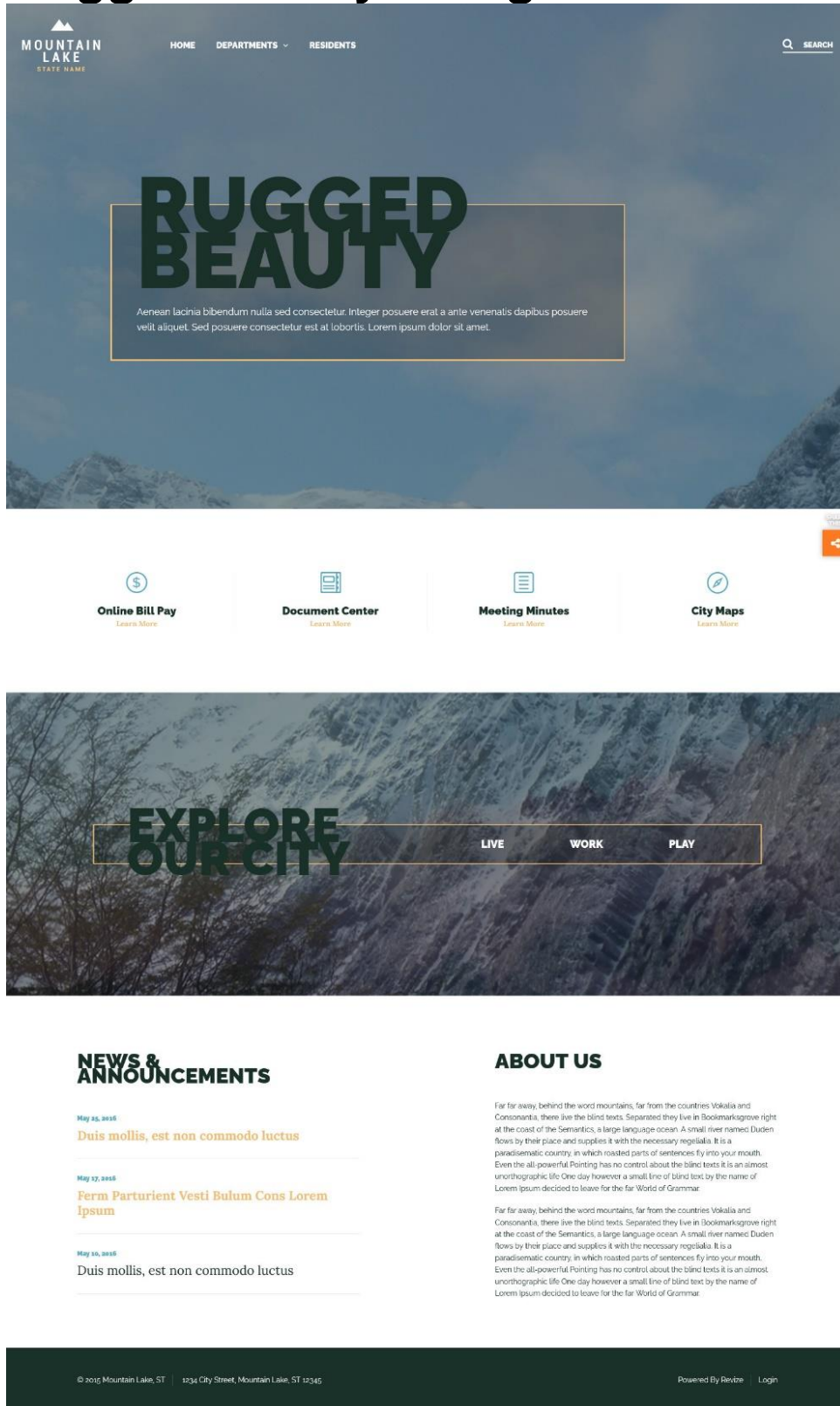
Revize Support Includes

- 7 AM – 7PM EST Phone Support (Monday thru Friday)
- 24/7/365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- **Security and antivirus software upgrades**
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage

revize.
The Government Website Experts

Thank you

For Considering Revize

Prepared by Marcus Smith

Marcus@Revize.com

150 Kirts Blvd. Troy, MI 48084

Ph: 248-928-8049 Fax: 866-346-8880

www.revize.com

Item # 22

MAYOR
SHARON FOERSTER

MAYOR PROTEM
BILL GORDON

COUNCIL MEMBERS
JANICE BRUNO
TOM ETHEREDGE
JOANNA MORGAN
CASSIE BARRIENTOS

CITY MANAGER
ROBERT TAMBLE

SMITHVILLE
TEXAS

317 MAIN STREET
P.O. BOX 449
SMITHVILLE, TEXAS
78957
(512) 237-3282
FAX (512) 237-4549

TO: Mayor and City Council
FROM: Cynthia White
DATE: December 8, 2022
RE: November Financial Reports

Please find attached the Financial Report for November. Major expenditures included:

- ❖ 2007 CO's debt service payment to Frost Bank - $308,325
- ❖ annual payment for Avinext IT services - $19,998
- ❖ annual fire runs payment for the SVFD - $16,144
- ❖ annual TCEQ permit fees for Gazley & Willows WWTP - $4,572
- ❖ Schneiders Engineering pole attachment audit – $13,160
- ❖ electrical supplies for The Groves Subdivision - $10,702
- ❖ transformers and other electrical supplies - $48,072
- ❖ audit fees for interim audit - $8,100
- ❖ purchase of boots, booster hoses, nozzles, etc. for SVFD - $10,541
- ❖ purchase of six pagers and batteries for the SVFD - $4,285
- ❖ cost to layout and stripe school crosswalks - $4,145
- ❖ legal fees to draft retiree medical insurance policy - $2,394
- ❖ and the monthly payments for fuel, city employee benefits, and garbage services.

Certificate of Obligations, Series 2019 expenses included: none

Tax Note, Series 2021 expenses included: none

Tax Note, Series 2022 expenses included:

- ❖ AV Ranch Services: equipment shed (24' x 80') - $23,000
- ❖ Austin Wood Recycling Inc: tub grinding at brush dump - $45,000
- ❖ Sealcoat Specialist: crack fill, sealcoat, & restripe Main, 1st, & 2nd St - $46,858
- ❖ Custom Truck One Source: '23 International Water Truck - $106,872

Grant expenditures included:

- ❖ TxDOT Transportation Alternatives Set-Aside (TASA) Main St ADA Ramps & 1st St Sidewalk Grant: BEFCO Engineering fees - $15,000
- ❖ General Land Office CDBG-MIT Grant: BEFCO Engineering fees - $19,865
- ❖ 2023 Routine Airport Maintenance Program (RAMP) Grant: red, green, blue SOLAR LED markers - $3,338(Note: ½ of the expenditures are reimbursed by grant, ½ paid by city)
- ❖ St David's Foundation Community Engagement Coordinator: employee and program expenses - $3,723

Have a great weekend –

Cynthia

ESTIMATED FUND BALANCES
@ November 30, 2022

General Fund

Total Expenditures *divided by* **12** *times* **3** *equals* **Recommended Fund Balance**

Note: the recommended fund balance for fiscal year 2022-2023 based on the
General Fund's budgeted expenditures is:

5,938,301 *divided by* 12 *times* 3 *equals*	$	1,484,575
Beginning Fund Balance @ October 1, 2021	$	1,255,428
Statement of Rev & Exp (YTD) @ September 30, 2022		
Revenues Over/Under Expenditures	$	47,992
Statement of Rev & Exp (YTD) @ November 30, 2022		
Revenues Over/Under Expenditures	$	113,878
Estimated Fund Balance @ November 30, 2022	$	1,417,298
Estimated Fund Balance Over/Under Recommended		**($67,277)**

Utility Fund

Total Expenditures *divided by* **12** times **3** *equals* **Recommended Fund Balance**

NOTE: the recommended fund balance for fiscal year 2022-2023 based on the
Utility Fund budgeted expenditures is:

8,029,067 *divided by* 12 *times* 3 *equals*	$	2,007,267
Beginning Fund Balance @ October 1, 2021	$	2,764,636
Statement of Rev & Exp (YTD) @ September 30, 2022		
Revenues Over/Under Expenditures	$	252,790
Statement of Rev & Exp (YTD) @ November 30, 2022		
Revenues Over/Under Expenditures	$	(300,849)
Estimated Fund Balance @ November 30, 2022	$	2,716,577
Estimated Fund Balance Over/Under Recommended	$	**709,310**

CITY OF SMITHVILLE
CASH BALANCES & RESERVES @ 11/30/22   @ 11/30/21

CASH OPERATING ACCOUNTS:

General Fund	39,359	114,716
Utility Fund	56,694	13,907
Credit Card Pmts	280,824	384,647
Economic Development (IDF)	0	0
Fireman's Pension	27,656	29,276
HOMES Grant Fund	241	239
HRA Trust Fund	37,667	47,953
Library Contributions Fund	198,279	194,273
Railroad Park	814	801
TxCDBG Project	61	61
COPS Hiring Program Grant	0	0
Police Seized Assets	6,477	6,376
Grants Account	31,565	578
HMGP Grants	0	0
TxDOT Sidewalk Grants	0	0
Smithville Cares	3,802	3,743
Independence Park	6,030	5,937
Smithville Tx Veterans Memorial Park	14,581	15,156
Coronavirus Local Fiscal Recovery	549,012	559,860
GLO CDBG-MIT Grant	76	0
Total Cash on Hand	**1,253,138**	**1,377,523**

INVESTED FUNDS *Matures*

CERTIFICATES OF DEPOSIT:

General - Operations	53,443	Aug-24	53,017
General - Library Contributions	132,817	Dec-22	131,756
General - Library Contributions	114,418	Nov-23	113,905
Utility - Operations	135,042	Apr-23	133,905
Utility - Operations #2	110,019	Aug-23	109,388
Utility - Designated Cutomer Dep	97,359	Apr-24	96,826
Utility - Customer Deposits	34,025	Mar-24	33,839
Economic Development (IDF)	55,112	Dec-23	54,715
Utility '01 CO/SWS FNMA	122,585	Oct-23	122,035

INVESTMENT POOL ACCOUNTS

General - Operations	1,117	1,008
Utility - Operations	89,959	91,582
Capital Replacement Fund	1,074,814	584,851
Interest & Sinking	497,759	468,677
'07 CofO Project Funds	76	75
'19 CofO Project Funds	1,104,150	1,725,836

SAVINGS ACCOUNTS

Airport Fly-in	8,578	7,013
PEG Capital Fee	18,505	18,218
TOTAL INVESTED FUNDS:	**3,649,778**	**3,746,646**

ACCOUNTS RECEIVABLE

Genl/Util - Miscellaneous	126,657	129,747
Utility Billings - Current	593,733	607,913
Utility Billings - Delinquent	143,118	125,193
Total Accounts Receivable	**863,508**	**862,854**

TOTAL CASH & RECEIVABLES	**5,766,424**	**5,987,022**

RESERVE AMOUNTS

Res Bond Debt Service	497,759	468,677
Res Bond Project Funds	1,104,226	1,725,911
Res Customer Deposits	17,058	112,432
Res Economic Development	55,112	54,715
Res Firemen's Pension	27,656	29,276
Designated Court Technology	255	232
Designated Library	445,515	439,934
Designated Police Ed/Op	0	0
Designated VFD Donations	0	0
Designated COPS Hiring Grant	0	0
Designated HMGP Grants	0	0
Designated TxDOT Sidewalk Grants	0	0
Designated Police Seized Assets	6,477	6,376
Designated Grants Account	31,565	578
Designated-Independence Park	6,030	5,937
Designated-Veterans Memorial Park	14,581	15,156
Designated-Smithville Cares	3,802	3,743
Designated-CLFRF	549,012	559,860
Designated-GLO CDBG-MIT	76	0
Total Reserve Amounts	**2,759,124**	**3,422,828**

ACCOUNTS PAYABLE

General	152,766	123,875
Utility	304,225	321,222
Total Accts Payable	**456,991**	**445,098**

TOTAL RESERVES & PAYABLES	**3,216,115**	**3,867,926**
UNRESTRICTED CASH & RECEIVABLES	**2,550,310**	**2,119,097**

CITY OF SMITHVILLE
SUMMARY REVENUE / EXPENSE STATEMENT
FISCAL YEAR 2022-23 @   November 30, 2022

	2022/2023 Y-T-D	2022/2023 BUDGET	2022/2023 % OF BUDGET USED/COLLECTED	2021/2022 @ 11/30	AMENDED 2021/2022 BUDGET	2021/2022 % OF BUDGET USED/COLLECTED
REVENUES:						
General Fund	957,342	5,938,301	16.12%	901,009	6,010,691	14.99%
Utility Fund	1,214,303	8,029,067	15.12%	1,248,506	8,037,693	15.53%
Maintenance Fund	13,751	117,868	11.67%	12,163	104,252	11.67%
Int & Sinking Fund	102,237	746,968	13.69%	67,739	519,767	13.03%
TOTAL REVENUES	**2,287,633**	**14,832,204**	**15.42%**	**2,229,417**	**14,672,403**	**15.19%**
Unassigned Fund Balance						
for Chamber Rebuild	**0**	**0**		**0**	**0**	
EXPENSES:						
General Fund	843,463	5,938,301	14.20%	937,278	5,967,951	15.71%
Utility Fund	1,515,153	8,029,067	18.87%	1,532,498	7,788,293	19.68%
Maintenance Fund	18,675	117,868	15.84%	16,612	104,252	15.93%
Int & Sinking Fund	0	746,968	0.00%	0	519,511	0.00%
TOTAL EXPENSES	**2,377,291**	**14,832,204**	**16.03%**	**2,486,388**	**14,380,007**	**17.29%**
Revenues Over/(Under) Expenses						
M&O Funds	**(191,895)**			**(324,710)**		
I&S Fund	**102,237**			**67,739**		
Unassigned Fund Bal	**0**			**0**		
Total Over(Under)	**(89,658)**	**0**		**(256,970)**	**292,396**	

2/12th of budget would be 16.67%

CITY OF SMITHVILLE
GENERAL FUND RECAP
2022-2023
FOR MONTH OF: November

	2022/2023 Y-T-D	2022/2023 BUDGET	2022/2023 % OF BUDGET USED/COLLECTED	2021/2022 @ 11/30	AMENDED 2021/2022 BUDGET	2021/2022 % OF BUDGET USED/COLLECTED
REVENUES:						
Taxes	401,529	2,719,714	14.76%	357,508	2,582,694	13.84%
Licenses & Permits	13,696	120,522	11.36%	14,719	140,461	10.48%
Services	239,121	1,357,667	17.61%	233,117	1,356,688	17.18%
Court	9,606	60,450	15.89%	8,585	66,960	12.82%
Miscellaneous	250,296	1,502,725	16.66%	265,125	1,629,223	16.27%
Contributions	43,094	177,223	24.32%	21,955	234,665	9.36%
TOTAL REVENUES	**957,342**	**5,938,301**	**16.12%**	**901,009**	**6,010,691**	**14.99%**
EXPENSES:						
Administration	89,142	469,292	18.99%	86,394	481,146	17.96%
Finance	22,894	84,059	27.24%	21,720	72,457	29.98%
Police	199,408	1,480,386	13.47%	200,580	1,335,789	15.02%
Animal Control	16,262	66,515	24.45%	7,697	62,352	12.34%
Court	9,829	86,938	11.31%	9,022	80,652	11.19%
Fire	39,845	91,778	43.42%	37,098	96,431	38.47%
Library	63,376	421,917	15.02%	52,051	336,678	15.46%
Community Service	20,302	87,460	23.21%	12,951	68,248	18.98%
Parks & Recreation	67,106	383,196	17.51%	53,712	428,726	12.53%
Recreation Center	62,512	366,433	17.06%	68,886	368,902	18.67%
Street & Alley	61,716	603,303	10.23%	182,871	851,540	21.48%
Solid Waste	116,206	1,322,199	8.79%	143,773	1,274,705	11.28%
Enforcement/Insp	14,677	130,674	11.23%	15,135	138,264	10.95%
Cemetery	21,021	124,725	16.85%	17,855	113,805	15.69%
Airport	22,171	53,955	41.09%	9,956	126,597	7.86%
Economic Development	16,998	165,471	10.27%	17,579	131,659	13.35%
TOTAL EXPENSES	**843,463**	**5,938,301**	**14.20%**	**937,278**	**5,967,951**	**15.71%**
Revenues Over/(Under)	**113,878**	**0**		**(36,269)**	**42,740**	

2/12th of budget would be 16.67%

CITY OF SMITHVILLE
GENERAL FUND REVENUE RECAP
2022-2023
FOR MONTH OF: November

	2022/2023 Y-T-D	2022/2023 BUDGET	2022/2023 % OF BUDGET USED/COLLECTED	2021/2022 @ 11/30	AMENDED 2021/2022 BUDGET	2021/2022 % OF BUDGET USED/COLLECTED
REVENUES:						
TAXES						
Property Taxes	187,227	1,615,814	11.59%	172,396	1,457,420	11.83%
Franchise Taxes	30,940	137,900	22.44%	23,053	123,405	18.68%
Sales Taxes	172,203	915,000	18.82%	154,130	950,635	16.21%
Hotel/Motel Taxes	10,258	40,000	25.64%	6,918	40,043	17.28%
Mixed Beverage Tax	901	11,000	8.19%	1,011	11,191	9.04%
Total Tax Revenues	**401,529**	**2,719,714**	**14.76%**	**357,508**	**2,582,694**	**13.84%**
LICENSES & PERMITS						
Misc. Licenses	80	500	16.00%	60	250	24.00%
Alcohol Permits	30	4,100	0.73%	0	1,935	0.00%
Building Permits	8,306	65,000	12.78%	9,525	58,464	16.29%
Electrical Permits	1,345	15,000	8.97%	2,110	9,853	21.41%
Plumbing Permits	2,700	15,000	18.00%	1,805	15,118	11.94%
Misc. Permits/Film Permits	1,235	20,922	5.90%	1,220	54,841	2.22%
Total L/P Revenues	**13,696**	**120,522**	**11.36%**	**14,719**	**140,461**	**10.48%**
SERVICES						
Inspections	150	750	20.00%	0	400	0.00%
Cemetery	750	3,850	19.48%	1,350	4,200	32.14%
Police	74	1,500	4.93%	30	870	3.45%
Code Enforcement	0	1,000	0.00%	70	970	7.22%
Streets	0	1,000	0.00%	0	0	0.00%
Leaf & Limb	0	750	0.00%	50	775	6.45%
Sanitation	193,848	1,151,000	16.84%	187,602	1,139,613	16.46%
Warehouse	1,897	10,500	18.07%	1,886	10,865	17.36%
Parks & Recreation	6,440	30,000	21.47%	6,825	31,353	21.77%
Library	1,095	4,750	23.05%	846	5,279	16.03%
Airport	6,867	57,567	11.93%	7,153	53,551	13.36%
Recreation Center	28,001	95,000	29.47%	27,305	108,812	25.09%
Total Svc Revenues	**239,121**	**1,357,667**	**17.61%**	**233,117**	**1,356,688**	**17.18%**
COURT REVENUES						
Fines	6,191	40,000	15.48%	5,106	41,391	12.34%
Admin Fees	100	950	10.53%	171	1,066	16.01%
CJP Arrest Fees	530	3,500	15.15%	490	3,307	14.81%
Court Costs	2,399	15,500	15.48%	2,447	18,658	13.12%
Remedies	130	500	26.00%	140	800	17.50%
Court Technology	255	0	0.00%	232	1,738	13.33%
Total Court Revs	**9,606**	**60,450**	**15.89%**	**8,585**	**66,960**	**12.82%**
MISC. SALES & REVS						
Cemetery Plots	0	20,000	0.00%	4,500	38,250	11.76%
Franchise Fee - Utility	29,167	175,000	16.67%	29,167	175,000	16.67%
Interest Income	2,807	6,400	43.87%	891	7,724	11.54%
Rents	0	0	0.00%	0	0	0.00%
Credit Card Usage Fee	1,580	5,000	31.60%	1,324	6,187	21.40%
Misc Rev/Ins Recovery	4,696	27,000	17.39%	8,576	69,562	12.33%
Sale of Fixed Assets	1,325	5,000	26.50%		8,500	0.00%
Transfer in from Utility	210,721	1,264,325	16.67%	220,667	1,324,000	16.67%
Other Rev-Lease Purchase	0	0	0.00%	0	0	0.00%
Total Misc. Revs	**250,296**	**1,502,725**	**16.66%**	**265,125**	**1,629,223**	**16.27%**
CONTRIBUTIONS						
Public Sources	32,964	143,064	23.04%	18,030	121,899	14.79%
Private Sources	6,150	1,500	410.00%	197	3,317	5.94%
Grants	0	3,459	0.00%	0	76,660	0.00%
Volunteer Fire Dept	3,980	22,200	17.93%	3,728	22,425	16.62%
B. Hewatt	0	7,000	0.00%	0	10,364	0.00%
Tocker Foundation	0	0	0.00%	0	0	0.00%
Total Contributions	**43,094**	**177,223**	**24.32%**	**21,955**	**234,665**	**9.36%**
TOTAL REVENUES	**957,342**	**5,938,301**	**16.12%**	**901,009**	**6,010,691**	**14.99%**

2/12th of budget would be 16.67%

CITY OF SMITHVILLE
GENERAL FUND EXPENSE RECAP
2022-23
FOR MONTH OF: November

	2022/2023 Y-T-D	2022/2023 BUDGET	2022/2023 % OF BUDGET USED/COLLECTED	2021/2022 @ 11/30	AMENDED 2021/2022 BUDGET	2021/2022 % OF BUDGET USED/COLLECTED
ADMINISTRATION						
Personnel	27,815	247,179	11.25%	30,094	216,652	13.89%
Services	35,393	136,908	25.85%	34,220	145,892	23.46%
Supplies & Materials	2,878	44,610	6.45%	2,693	36,734	7.33%
Other	23,056	40,595	56.79%	19,387	81,868	23.68%
Capital	0	0	0.00%	0	0	0.00%
Transfer to TxDOT Sidewalk Gran	0	0	0.00%	0	0	0.00%
Total Admin Expense	**89,142**	**469,292**	**18.99%**	**86,394**	**481,146**	**17.96%**
FINANCE						
Personnel	7,151	54,829	13.04%	6,008	48,040	12.51%
Services	15,380	27,530	55.87%	13,912	22,043	63.11%
Supplies & Materials	362	1,700	21.31%	1,800	2,374	75.82%
Other	0	0	0.00%	0	0	0.00%
Total Finance Expense	**22,894**	**84,059**	**27.24%**	**21,720**	**72,457**	**29.98%**
POLICE						
Personnel	158,201	1,272,120	12.44%	156,052	1,143,039	13.65%
Services	3,415	37,074	9.21%	4,969	34,832	14.27%
Supplies & Materials	10,841	112,180	9.66%	16,335	103,611	15.77%
Other	26,950	59,012	45.67%	23,224	54,307	42.76%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Police Expense	**199,408**	**1,480,386**	**13.47%**	**200,580**	**1,335,789**	**15.02%**
ANIMAL CONTROL						
Personnel	6,761	50,765	13.32%	6,665	48,353	13.78%
Services	8,491	9,850	86.20%	139	9,197	1.51%
Supplies & Materials	612	5,500	11.12%	508	4,417	11.51%
Other	398	400	99.47%	385	385	100.04%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Animal Control Exp	**16,262**	**66,515**	**24.45%**	**7,697**	**62,352**	**12.34%**
COURT						
Personnel	7,466	63,905	11.68%	8,031	56,809	14.14%
Services	2,363	22,388	10.56%	990	23,725	4.17%
Supplies & Materials	0	600	0.00%	0	74	0.00%
Other	0	45	0.00%	0	44	0.00%
Total Court Exp	**9,829**	**86,938**	**11.31%**	**9,022**	**80,652**	**11.19%**
FIRE						
Personnel	1,808	1,808	100.00%	2,034	2,034	100.00%
Services	1,224	12,695	9.65%	1,519	9,952	15.26%
Supplies & Materials	3,128	39,650	7.89%	3,566	52,591	6.78%
Other	33,685	37,625	89.53%	29,979	31,854	94.11%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Fire Expense	**39,845**	**91,778**	**43.42%**	**37,098**	**96,431**	**38.47%**
LIBRARY						
Personnel	38,909	302,698	12.85%	36,061	268,888	13.41%
Services	1,899	16,584	11.45%	1,682	14,885	11.30%
Supplies (includes Donation/Grant exp)	18,219	98,110	18.57%	10,527	48,949	21.51%
Other	4,348	4,525	96.09%	3,781	3,956	95.57%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Library Expense	**63,376**	**421,917**	**15.02%**	**52,051**	**336,678**	**15.46%**
COMMUNITY SERVICE						
Allocated Support	20,302	87,460	23.21%	12,951	68,248	18.98%
Total Community Svc Exp	**20,302**	**87,460**	**23.21%**	**12,951**	**68,248**	**18.98%**
PARKS & RECREATION						
Personnel	38,495	263,181	14.63%	34,009	264,417	12.86%
Services	3,861	31,025	12.44%	4,848	35,735	13.57%
Supplies & Materials	19,296	70,650	27.31%	10,023	120,856	8.29%
Other	5,454	18,340	29.74%	4,832	7,718	62.61%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Parks & Recr Exp	**67,106**	**383,196**	**17.51%**	**53,712**	**428,726**	**12.53%**

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2/12th of budget would be 16.67%

	2022/2023 Y-T-D	2022/2023 BUDGET	2022/2023 % OF BUDGET USED/COLLECTED	2021/2022 @ 11/30	AMENDED 2021/2022 BUDGET	2021/2022 % OF BUDGET USED/COLLECTED
RECREATION CENTER						
Personnel	30,580	237,999	12.85%	30,174	217,372	13.88%
Services	12,330	82,234	14.99%	11,560	87,807	13.16%
Supplies & Materials	10,380	36,800	28.21%	5,395	41,623	12.96%
Other-Special Projects	9,223	9,400	98.11%	21,757	22,100	98.45%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Recreation Center Exp	**62,512**	**366,433**	**17.06%**	**68,886**	**368,902**	**18.67%**
STREET & ALLEY						
Personnel	26,949	210,969	12.77%	18,561	175,802	10.56%
Services	7,973	147,050	5.42%	59,267	244,127	24.28%
Supplies & Materials	22,945	220,550	10.40%	102,322	336,282	30.43%
Other-Special Projects	3,848	24,734	15.56%	2,720	26,127	10.41%
Capital Expenditures	0	0	0.00%	0	69,202	0.00%
Transfer to HMPG Grant	0	0	0.00%	0	0	0.00%
Total Street & Alley Exp	**61,716**	**603,303**	**10.23%**	**182,871**	**851,540**	**21.48%**
SOLID WASTE						
Personnel	28,398	263,380	10.78%	29,309	196,020	14.95%
Services	79,897	983,450	8.12%	79,707	941,273	8.47%
Supplies & Materials	5,652	44,650	12.66%	32,518	99,964	32.53%
Other-Special Projects	2,259	30,719	7.35%	2,238	37,448	5.98%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Solid Waste Exp	**116,206**	**1,322,199**	**8.79%**	**143,773**	**1,274,705**	**11.28%**
ENFORCEMENT & INSPEC						
Personnel	12,579	84,494	14.89%	12,174	88,210	13.80%
Services	348	37,055	0.94%	1,650	38,370	4.30%
Supplies & Materials	1,339	8,690	15.40%	893	11,223	7.95%
Other	412	435	94.62%	417	461	90.56%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Enforcement/Insp Exp	**14,677**	**130,674**	**11.23%**	**15,135**	**138,264**	**10.95%**
CEMETERY						
Personnel	13,798	101,715	13.57%	9,571	78,854	12.14%
Services	1,379	8,745	15.77%	2,914	10,334	28.20%
Supplies & Materials	5,653	9,075	62.29%	417	8,765	4.76%
Other	190	190	100.06%	4,951	8,807	56.22%
Capital Expenditures	0	5,000	0.00%	0	7,045	0.00%
Total Cemetery Expense	**21,021**	**124,725**	**16.85%**	**17,855**	**113,805**	**15.69%**
AIRPORT						
Services	5,979	39,635	15.09%	5,881	38,511	15.27%
Supplies & Materials	672	5,600	12.01%	1,010	6,942	14.55%
Other	15,519	8,720	177.98%	3,065	81,144	3.78%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Airport Expense	**22,171**	**53,955**	**41.09%**	**9,956**	**126,597**	**7.86%**
GRANTS & ECONOMIC DEVELOPMENT						
Personnel	13,512	101,988	13.25%	8,276	91,062	9.09%
Services	469	16,270	2.88%	1,250	6,164	20.28%
Supplies & Materials	0	500	0.00%	8,053	115	7002.63%
Other	3,017	46,713	6.46%	0	34,318	0.00%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Grant & Eco Development Exp	**16,998**	**165,471**	**10.27%**	**17,579**	**131,659**	**13.35%**
TOTAL EXPENSES	**843,463**	**5,938,301**	**14.20%**	**937,278**	**5,967,951**	**15.71%**
TOTAL REVENUES	**957,342**	**5,938,301**	**16.12%**	**901,009**	**6,010,691**	**14.99%**
Revenues Over/Under Expenses	*113,878*	*0*		*(36,269)*	*42,740*	

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2/12th of budget would be 16.67%

CITY OF SMITHVILLE
GENERAL FUND EXPENSE RECAP
2022-23
FOR MONTH OF: November

	2022/2023 Y-T-D	2022/2023 BUDGET	2022/2023 % OF BUDGET USED/COLLECTED	2021/2022 @ 11/30	AMENDED 2021/2022 BUDGET	2021/2022 % OF BUDGET USED/COLLECTED
Maintenance Fund						
Revenues	13,751	117,868	11.67%	12,163	104,252	11.67%
Personnel Expense	9,896	75,108	13.18%	10,002	71,457	14.00%
Services Expense	592	4,245	13.95%	552	4,375	12.61%
Supplies Expense	7,952	38,280	20.77%	5,819	28,180	20.65%
Other Expense	234	235	99.67%	239	240	99.63%
Capital Expense	0	0	0.00%	0	0	0.00%
Total Maint Fund Exp	18,675	117,868	15.84%	16,612	104,252	15.93%
Revenues Over/Under Expenses	*(4,924)*	*0*		*(4,449)*	*0*	

2/12th of budget would be 16.67%

CITY OF SMITHVILLE
UTILITY FUND RECAP
2022-2023

FOR MONTH OF:	November 2022/2023 Y-T-D	2022/2023 BUDGET	2022/2023 % OF BUDGET USED/COLLECTED	2021/22 @ 11/30	AMENDED 2021/22 BUDGET	2021/22 % OF BUDGET USED/COLLECTED
REVENUES:						
Electric	789,506	5,516,265	14.31%	832,426	5,497,032	15.14%
Water	177,772	1,076,000	16.52%	172,475	1,004,803	17.17%
Wastewater	153,251	824,500	18.59%	149,342	893,458	16.72%
Miscellaneous	93,775	612,302	15.32%	94,263	642,400	14.67%
TOTAL REVENUES	**1,214,303**	**8,029,067**	**15.12%**	**1,248,506**	**8,037,693**	**15.53%**
EXPENSES:						
Administration	258,116	1,751,668	14.74%	221,801	1,475,068	15.04%
Electric	562,808	3,674,766	15.32%	554,344	3,627,705	15.28%
Recycle	7,848	67,009	11.71%	9,362	63,339	14.78%
Water	62,759	352,231	17.82%	98,209	477,314	20.58%
Wastewater	398,401	832,068	47.88%	413,615	733,867	56.36%
Transfers	225,221	1,351,325	16.67%	235,167	1,411,000	16.67%
TOTAL EXPENSES	**1,515,153**	**8,029,067**	**18.87%**	**1,532,498**	**7,788,293**	**19.68%**
Revenues Over/(Under) Expenses:	**(300,849)**	**0**		**(283,992)**	**249,400**	

2/12th of budget would be 16.67%

CITY OF SMITHVILLE
UTILITY FUND REVENUE RECAP
2022-2023
FOR MONTH OF: November

	2022/2023 Y-T-D	2022/2023 BUDGET	2022/2023 % OF BUDGET USED/COLLECTED	2021/2022 @11/30	AMENDED 2021/2022 BUDGET	2021/2022 % OF BUDGET USED/COLLECTED
REVENUES:						
ELECTRIC						
Residential Electric	437,403	3,333,960	13.12%	428,413	3,307,684	12.95%
Small Commercial Electric	80,909	496,000	16.31%	70,173	512,387	13.70%
Large Commercial Electric	196,570	1,440,300	13.65%	209,429	1,353,046	15.48%
Public Lighting	2,325	14,000	16.61%	2,346	14,019	16.73%
Interdepartmental	22,582	173,725	13.00%	23,272	164,665	14.13%
Electric Opt Out Fees	360	2,280	15.79%	420	2,450	17.14%
Charge for Svcs - Electric	49,358	56,000	88.14%	98,373	142,781	68.90%
Total Electric Revs	**789,506**	**5,516,265**	**14.31%**	**832,426**	**5,497,032**	**15.14%**
WATER						
Metered Sales	165,336	1,014,500	16.30%	154,465	934,233	16.53%
Unmetered Sales	436	1,500	29.03%	10	2,570	0.39%
Water Taps	12,000	60,000	20.00%	18,000	68,000	26.47%
Total Water Revs	**177,772**	**1,076,000**	**16.52%**	**172,475**	**1,004,803**	**17.17%**
WASTEWATER						
Flat Rate Charge	139,751	779,500	17.93%	138,342	826,208	16.74%
Sewer Taps	13,500	45,000	30.00%	11,000	67,250	16.36%
Total WasteW Revs	**153,251**	**824,500**	**18.59%**	**149,342**	**893,458**	**16.72%**
MISC. SALES & REVS						
Utility Service Transfer Fee	125	825	15.15%	150	1,150	13.04%
Rents	0	25,275	0.00%	0	23,757	0.00%
Grants	0	0	0.00%	0	0	0.00%
W/WW Imp Fee - '19 CO's	24,518	147,500	16.62%	24,501	147,849	16.57%
Drainage/System Imp Fees	23,947	142,250	16.83%	23,697	143,441	16.52%
Utility Penalties	31,481	175,000	17.99%	29,700	186,604	15.92%
Interest Income	5,849	10,500	55.71%	1,973	13,093	15.07%
Credit Card Usage Fee	4,588	24,750	18.54%	3,976	25,816	15.40%
Misc Income/Ins Recovery	1,349	10,175	13.26%	2,017	9,079	22.22%
QECB Treasury Subsidy	0	51,027	0.00%	0	56,295	0.00%
Sale of Fixed Assets	0	3,000	0.00%	0	0	0.00%
Sale of Recyclables	1,917	22,000	8.72%	8,250	35316	23.36%
Total Misc. Revs	**93,775**	**612,302**	**15.32%**	**94,263**	**642,400**	**14.67%**
TOTAL REVENUES	**1,214,303**	**8,029,067**	**15.12%**	**1,248,506**	**8,037,693**	**15.53%**

2/12th of budget would be 16.67%

CITY OF SMITHVILLE
UTILITY FUND EXPENSE RECAP
2022-2023
FOR MONTH OF: November

	2022/2023 Y-T-D	2022/2023 BUDGET	2022/2023 % OF BUDGET USED/COLLECTED	2021/2022 @11/30	AMENDED 2021/2022 BUDGET	2021/2022 % OF BUDGET USED/COLLECTED
REVENUES	**1,214,303**	**8,029,067**	**15.12%**	**1,248,506**	**8,037,693**	**15.53%**
EXPENSES						
ADMINISTRATION						
Personnel	109,631	835,684	13.12%	106,960	793,171	13.49%
Services	96,814	223,242	43.37%	74,463	195,632	38.06%
Supplies & Matls	2,882	16,825	17.13%	2,524	20,139	12.53%
Other	48,789	675,917	7.22%	37,854	466,126	8.12%
Capital	0	0	0.00%	0	0	0.00%
Transfer to USDA SH95	0	0	0.00%	0	0	0.00%
Transfer to I & S	14,500	87,000	16.67%	14,500	87,000	16.67%
Transfer to General	210,721	1,264,325	16.67%	220,667	1,324,000	16.67%
Total Admin Exp	**483,337**	**3,102,993**	**15.58%**	**456,968**	**2,886,068**	**15.83%**
ELECTRIC						
Personnel	40,112	303,356	13.22%	41,511	257,892	16.10%
Services	13,456	119,693	11.24%	2,102	87,275	2.41%
Supplies & Matls	505,109	3,221,725	15.68%	466,883	3,190,985	14.63%
Other	4,131	29,992	13.77%	43,848	91,553	47.89%
Capital	0	0	0.00%	0	0	0.00%
Total Electric Exp	**562,808**	**3,674,766**	**15.32%**	**554,344**	**3,627,705**	**15.28%**
RECYCLE						
Personnel	6,403	53,619	11.94%	6,170	45,646	13.52%
Services	234	2,525	9.28%	1,046	3,212	32.58%
Supplies&Matls&Cap	768	6,420	11.96%	743	6,078	12.23%
Other	443	4,445	9.97%	1,403	8,403	16.69%
Capital	0	0	0.00%	0	0	0.00%
Total Recycle Exp	**7,848**	**67,009**	**11.71%**	**9,362**	**63,339**	**14.78%**
WATER						
Personnel	19,910	144,068	13.82%	16,585	134,322	12.35%
Services	7,639	50,850	15.02%	26,107	104,436	25.00%
Supplies & Matls	9,735	83,140	11.71%	26,505	169,568	15.63%
Other	25,476	74,173	34.35%	29,011	68,988	42.05%
Capital	0	0	0.00%	0	0	0.00%
Transfer to CDBG	0	0	0.00%	0	0	0.00%
Total Water Exp	**62,759**	**352,231**	**17.82%**	**98,209**	**477,314**	**20.58%**
WASTEWATER						
Personnel	18,539	160,143	11.58%	21,677	144,707	14.98%
Services	31,407	201,050	15.62%	47,185	271,433	17.38%
Supplies & Matls	15,975	107,020	14.93%	19,204	217,433	8.83%
Other	332,481	363,855	91.38%	325,549	100,294	324.59%
Capital	0	0	0.00%	0	0	0.00%
Total W/Water Exp	**398,401**	**832,068**	**47.88%**	**413,615**	**733,867**	**56.36%**
TOTAL EXPENSES	**1,515,153**	**8,029,067**	**18.87%**	**1,532,498**	**7,788,293**	**19.68%**
REVENUES OVER/(UNDER) EXPENSES:	**(300,849)**	**0**		**(283,992)**	**249,400**	

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2/12th of the budget would be 16.67%

CITY OF SMITHVILLE

Utility Department

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Report For The Month Of:	Nov 2022
Number Of Electric Customers:	2297
Number Of New Customers:	24
Number Of Customers Leaving The City:	14
Number Of Customers Penalized:	445
Number of Customers "Cut-Off" For Non-Payment:	0

CITY OF SMITHVILLE
DEBT SERVICE RECAP
FOR MONTH OF: November, 2022

	2022/2023 Y-T-D	2022/2023 BUDGET	2022/2023 % OF BUDGET USED/COLLECTED	2021/2022 Y-T-D	AMENDED 2021/2022 BUDGET	2021/2022 % OF BUDGET USED/COLLECTED
REVENUES:						
Property Taxes *	85,203	659,968	12.91%	53,209	429,322	12.39%
Drainage/System Imp Utility Fees	14,500	87,000	16.67%	14,500	87,000	16.67%
Transfer In	0	0	0.00%	0	569	0.00%
Interest	2,534	0	0.00%	30	2,876	1.04%
Total Revenues	**102,237**	**746,968**	**13.69%**	**67,739**	**519,767**	**13.03%**
EXPENSES:						
Bond P&I Pymts '18 C of O's (refin '09)	0	318,171	0.00%	0	316,200	0.00%
Bond P&I Pymts '19 C of O's	0	26,675	0.00%	0	27,175	0.00%
Tax Note, Series 2021	0	106,384	0.00%	0	176,136	0.00%
Tax Note, Series 2022	0	295,738	0.00%	0	0	0.00%
Total Expenses	**0**	**746,968**	**0.00%**	**0**	**519,511**	**0.00%**
NET OF REVENUES OVER (UNDER) EXPENSES	**102,237**	**0**		**67,739**	**256**	

* 2021-22 values include $258 excess collections from FY 2020

* 2022-23 values include $5,672 excess collections from FY 2021